
HOLLYE C. CHAMBERS

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CAREER SUMMARY

11+ years as a versatile Operations Coordinator with an abundance of hands-on experience in the many facets of the TV broadcasting industry. Recognized for a strong attention to detail, critical thinking skills and creative solutions while dealing with challenging assignments despite multiple demands in a deadline-driven, high-pressure work environment. Known for exceeding expectations through strategic planning and strong analytical skills, I am often called on to train / mentor team member(s) to achieve business objectives. Seeking to bring intelligent solutions to your company, I am confident that my passion for helping others would be an asset to your team.

CORE COMPETENCIES | SKILLS

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| Take and execute orders as specified and respond to requests timely | Develop talking points for pertinent current events and programming | Build relationships with media outlets and communications partners |
| Punctual, sincere and enthusiastic in working with diverse communities | Demonstrated communication, oral, written and interpersonal skills | Strong visual eye, creative thinker with systematic organizational skills |
| Knowledge of the film industry and in using various social media platforms | Quickly learn new techniques in the film industry involving production | Works well with people in high pressure environments collectively |

EDUCATION

THE UNIVERSITY OF TENNESSEE

Martin, TN

Bachelor of Arts (BA) Degree in Communications | Public Relations | Sociology

05/2000 (graduated)

WORK EXPERIENCE

VIACOM, INC. | MTV NETWORKS

Nashville, TN

Operations Coordinator

11/2006 – Present

- Handle quality control of programming at Viacom's Disaster Recovery Site by communicating with departments on missing content to ensure the facility is operating as a viable backup to protect a \$10M+ revenue
- Communicate with various departments on issues in programming prior to air while segmenting/editing shows into various systems, and alerting media operations department on abnormalities found as a preventive measure
- Encode programming for special projects by ingesting materials into VMS Web (video management software), resulting in the global distribution of content amongst employees
- Manage content protection of shows using PTS (program tracking system) resulting in the addition of watermarks to protect all work
- Perform quality control checks of Viacom's Video-On-Demand (VOD) services to make certain video and audio components are ready for public viewing
- Coordinate live events with operations managers and directors to ensure the successful transmission of programming by constantly verifying video and audio signals of the live feeds received
- Advise Program Scheduling Dept. on issues with daily logs concerning abnormalities with commercial inventory, graphics and network promotional material prior to air as a preventive measure
- Provide Tier 1 Support to techs and engineers to troubleshoot technical issues with various systems concerning care and maintenance of equipment

WRCB-TV (NBC Affiliate)

Chattanooga, TN

Technical Operator

11/2000 – 11/2006

- Coordinated 4 live news broadcasts daily with directors by taking notations of story orders and graphic occurrences then loading tapes as discussed that resulted in seamless tape operations during newscasts
- Trained 6 new employees in becoming independent workers in utilizing broadcasting equipment, i.e. feed setups of syndicated programming and tape operations for news broadcasts, resulting in more efficient workers
- Reported on-air technical difficulties of commercial spots to traffic and engineering departments for rescheduling of commercial inventory to ensure commercial contracts were fulfilled as agreed upon
- Provided timing information to meteorologists and directors for breaking news cut-ins during programming – notified staff of upcoming available time windows to report breaking news that aimed with zero-time overages
- Cross-referenced paper logs against digital playlists daily to make sure titles and codes matched to length of commercials breaks and alerted traffic department of programming discrepancies found in commercial inventory
- Performed daily maintenance checks on equipment by rebooting and refreshing systems to test functionality of technical operations in support of the next shift
- Coordinated reporters' live feeds with assignment desk and ENG live truck engineers to ensure successful transmission of feeds during newscasts.

WLJT-DT (PBS Affiliate) | THE PACER (UNIVERSITY NEWSPAPER)

Martin, TN

Crew Leader | Staff Writer

(2000 – 2000)

- Supervised 10 Production Assistants during local productions on setting up camera equipment and cables and dismantling equipment during pre-show and post-show operations
- Floor-directed on-air talent to ensure timing accuracy for planned network cut-ins during pledge drives and public affairs shows
- Operated studio cameras, graphics equipment and audio boards for 50+ local productions around the viewing area for targeted audiences resulting in meeting local programming prospects expectations
- Arranged set-design for pledge drives – painted set, arranged and designed working space to make it camera-worthy and ready for filming local productions
- Logged details of raw footage to provide director with information to utilize for editing special news packages for public affairs shows
- Copy-edited articles and researched and wrote hard / soft news articles for the newspaper

COMPUTER EXPERTISE | MICROSOFT OFFICE

Microsoft Word
MS Excel | MS Outlook
Harris Database Systems

DIVA - (Archival System)
Wide Orbit - (Commercials)
Alias | VMS Web | Pathfire

FastBreak Media Management
Polaris - (Editing | Programming)
PTS | IBMS | e-Log

WORK ETHICS

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|------------------------------|--------------------------------|-----------------------------|
| Great Decision Maker | Team Player | High Work Standards |
| Self-Motivated | Reliable and Resourceful | Avid Problem Solver |
| Strong Organizational Skills | Strong Communication Skills | Possess Workplace Integrity |
| Resilient | Excellent Interpersonal Skills | Customer Focused Mindset |