

Shawn Spaventa

• 63 Cypress Lane Aberdeen, NJ 07747 • Phone: 908-812-1497 • E-Mail: shawn.spaventa@gmail.com

Summary

Audio/Video professional with an extensive background in video production and post-production, familiarity working with web video and social media. Excellent understanding of higher education institutions and the role of A/V equipment and support, technology-enhanced classrooms, learning management systems and academic uses of technologies. Additional experience in meeting tight deadlines, working creatively to offset budget cuts and increased expectations, strategic planning and a strong commitment to departmental and university goals.

Experience

Coordinator of Instructional Media Support
Drew University, Madison, NJ

December 2014 – present

Responsible for:

- Developing multimedia content for use in courses, training, and other University departments
- Video production & post-production
- Assisting in the piloting of two new learning management systems
- Video streaming for University events
- Training Drew community on web conferencing
- Software support for University-wide Digital Signage
- Directing live broadcast of annual University Commencement
- Managing student employees and providing student training
- Maintaining departmental operational and student payroll budgets

Coordinator of Media Support
Drew University, Madison, NJ

August 2005 – December 2014

Responsible for:

- A/V support for all classes, events and special programs
- Video production
- Video editing
- Audio technician/editor for University Podcast studio
- All audio and video duplications, multiple formats
- Keeping the equipment database up to date and orders are filled out correctly
- Student employees and student training
- Maintaining departmental and student budgets

Media Specialist
Drew University, Madison, NJ

November 2000 – August 2005

Responsible for:

- A/V support for all classes, events and special programs
- Classroom technical assistance via hotline

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- Video editing
- Audio/Video Duplication

Rental A/V Technician
Video Corporation of America, Somerset, NJ

March 1997 – November 2000

Responsible for:

- Technical supervision for off-site rentals
- Customer support for walk-in rental customers
- Video editing
- Video duplication
- Managing equipment database

Education

East Stroudsburg University
Bachelor of Science in Media Communication and Technology

June 1993

Software and Applications

Video production and post-production: Avid Media Composer, Final Cut Pro, Adobe Premiere Pro, Powtoon, iMovie
Videoconferencing, streaming and digital signage: Adobe Connect, Zoom, WebEx, Livestream, RiseVision
Learning Management Systems and web editing: Moodle, Schoology, Canvas, WordPress
General software: Microsoft Office.

Activities

Director, Drew Disaster Relief Project (2005-present). Coordinated 8 trips of faculty, staff and students to New Orleans to help rebuild after Hurricane Katrina

Responsibilities: logistics and coordination of travel, fund raising and marketing of relief trips using social media.

Vice President, Edison Boys Baseball League- Executive Board member for 23 years, Manager and Coach for 25 years.

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Current responsibilities include: serve as webmaster, coordinate significant league events, supervise league directors, assist Parents Auxiliary with communication and conduct league survey.

Co-Chair, Drew Staff Association, Drew University (2013-2015)

Awards

2011 - Honorary Alumni Award – Centenary College of NJ

2010 - Staff Recognition Award for Civic Engagement – Drew University

2008 - Employee of the Year- Drew University

2007 - Student Activities Award for Staff person of the year – Drew University