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## Broadcast Operations Manager Resume

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### Job Objective

Seeking the opportunity to fill Broadcast Operations Manager position with a growing organization.

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### Highlights of Qualifications:

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- Admirable experience in managing a 24/7 environment in a broadcast industry
  - Profound knowledge of satellite and fiber transmission
  - Deep knowledge of multiple broadcast events
  - Exceptional ability to work on weekends and overtime
  - Immense ability to interpret business manuals and government policies
  - Ability to write reports, correspondence and procedure manuals
  - Ability to monitor signals on assigned channels being transmitted
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### Professional Experience:

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Broadcast Operations Manager  
Broadcasting Network, Inc., Westerville, OH  
October 2008 – Present

- Managed all network operations and ensured uninterrupted network services.
- Administered and managed standard operating procedures.
- Prepared daily schedules for personnel and equipments and ensured smooth functioning of broadcast.
- Coordinated with BET departments and ensured timely delivery of all content and notified various departments on same.
- Trained broadcast staff and maintained efficient operations.
- Maintained knowledge on new technologies and incorporated it in broadcast procedure.
- Ensured all work according to standard procedures.
- Identified various discrepancies in media and resolved it.

Broadcast Operations Technician  
Journal Broadcast Group, Westerville, OH  
August 2003 – September 2008

- Maintained technical quality of all media and evaluated its performance regularly.
- Coordinated with various departments on various live events.
- Performed troubleshoot on various process such as signal path and media.
- Prepared reports on all technical discrepancies.
- Established databases and maintained logs for all new databases.
- Analyzed operations and recommended changes in policies.

Broadcast Operator  
Colangelo, Westerville, OH  
May 1998 – July 2003

- Assisted in managing various programs and inserted it into broadcast.
  - Coordinated with supervisor and resolved all incoming and outgoing signal problems.
  - Performed troubleshoot on automated control systems.
  - Developed and ensured compliance of all procedures.
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### Education:

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Bachelor's Degree in Communication Studies  
Mercy College, Dobbs Ferry, NY

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