

Lee A. Newell II

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Solution provider with extensive experience in digital and traditional media plus event production seeks challenges. In depth knowledge leads to effective solutions to client needs. Proficient at writing; proven client handling skills; experience developing budgets and schedules; extensive experience in publishing, meetings and special events, web; technically savvy.

Strengths:

- **Technologist, problem solver**

Enjoys using technology to solve problems; is knowledgeable in past, current and emerging communications, graphics, and presentation technologies; has the depth of experience to combine different techniques with different technologies for effective results

- **Detail minded, effective under pressure**

Experienced in situations where there is only one chance to do it right: no delays, no mistakes; is used to being aware of all the details, all the options, and ready to execute alternative solutions without delay

- **Aware of deadlines and budgets**

Is used to absolute deadlines; knows that the awareness of the details, the technology, and expectations is the basis of a realistic budget; experience with just-in-time decision makers; knows the importance of properly documenting last minute changes to insure accurate accounting

- **Team oriented**

Accustomed to working with ad hoc teams assembled for one-off events; is effective in team environment with good listening skills and respect for others' input. Hearing concerns, relating to both sides of an issue then combining that input with knowledge and experience leads to successfully meeting expectations.

Experience:

Freelance Corporate Communications production and execution highlights:

In-Vision Communications, Walnut Creek, CA, 2000-2001: Under contract as their speaker support expert did pre-production as well as at-client and on-site PowerPoint presentations for clients such as Oracle and Genentech. Developed a system to use DVD video with Director for a "meeting in a box" solution for a worldwide Oracle tour; put together a high-resolution multi-screen, single computer, solution for wide-screen PowerPoint graphics. Also taught Excel to employees during down time.

Musker Productions, Chicago, IL; 1998 - 2000: Creation and execution of all PowerPoint graphics for Ty, Inc. National Sales Meetings. Responsibilities include everything related to any presentation including meeting with client to develop presentations, set up of ISDN line for live Web demo, rental of all computers needed for execution; budget development and tracking.

Kraft Foods, Glenview, IL; 1999 - 2000: Presentation creation and on-site execution of PowerPoint. Responsibilities include creation from client supplied materials, on-site show assembly of client created presentations and changes/corrections.

Todd Street Productions, NYC, 2000: Show assembly from client supplied presentations and on-site execution of Chase Manhattan Bank Corporate Bond Road Show with 10 different presenters and 11 presentations in 2 different sessions per show. Presented show 15 times in 13 cities over 4 week period. Responsibilities included modifying show for different audiences, running visuals for phoned-in presentations, changes/updates.

The Jack Morton Company, Chicago, IL; 1996-1998: Graphics production for major CBT program using PhotoShop and Illustrator; PhotoShop and PowerPoint creation for various presentations; PC work group set up; technical consultation; on-site changes and execution of PowerPoint presentations. **Minneapolis, MN, 1997:** Jose Cuervo sales meeting in Guadalajara, Mexico. Assisted presenters in development of their PowerPoint presentations; on-site execution.

Frederick Paul Productions, Oak Park, IL: 1997 - 1998: Produced two 15 minute videos for a hospital about their CEO's 25 years of service and his retirement party. Responsibilities included meeting with client and supervising script, all logistics for shoot, scanning and preparation of graphics, supervision of edit; various video graphics including simple animation for other projects. Various Director programs with video segments for CD-ROM distribution; Have written proposals for \$40,000 CD-ROM project and a large budget kiosk project.

Live Marketing, Chicago, IL: 1980-1990: Technical Director and Speaker Support Producer. Responsible for planning and execution of major corporate events from start to finish including budget, hotel and client liaison, staging, lights, sound, crew, projection. On-site supervision of more than 250 meetings and trade shows that used both AV and live talent; also completed necessary client changes on-site. Produced speaker support slides, multi-image modules and video segments for meetings and special events. Clients included Milliken & Company, Davol, IBM, Keebler and others.

Electronic Speaker Support (creation and execution using a DOS precursor of PowerPoint) 1990-1994: Motivation Media; McDonald's Corp.; Image Innovations; Griffen & Boyle; Seen Scenes; Caribiner Group Chicago

Employment History:

General Manager: Cold Keg Nightclub, Melbourne, FL. 7/2009 – 9/2009 Temporary position assisting friend with no prior business ownership experience who purchased a club. Duties included office setup, policies and procedures documentation, 12 direct reports.

Publisher: OOTC Publishing, Inc./Out on the Coast magazine. 2001-2009. Produced monthly glossy entertainment magazine for the GLBT community on Florida's Space and Treasure Coasts. Duties included photography, writing, sales, collection, graphic layout, distribution, web site creation and maintenance.

Instructor: Catapult, Inc. an IBM Company, Chicago, IL. Part-time, 1999 - 2000. Taught over 25 different courses including Microsoft Office 97 & 2000 applications, Windows 95 & NT 4.0 fundamentals, Outlook 98 & 2000 fundamentals, soft skills classes and a number of custom courses. Position eliminated when IBM closed Catapult in October 2000.

Multimedia Systems Specialist: Motivation Media Inc., Glenview, IL. 1994-1996. Duties included programming in Macromedia Director for mailers and CD-ROM programs; PC troubleshooting; production assistance in 2 major Computer Based Training projects supervising line artists and liaison with designers, clients and outside suppliers; programmer support preparing and/or editing ancillary files, editing screen grabs from applications, creation of production storyboards. Also participated in preparing bids, sales calls and technical consultation for clients as well as creation and execution of presentation graphics for meetings.

Audiovisual Coordinator: Burson-Marsteller Public Relations, Chicago, IL. 1978-1980. Primary duties included programming multi-image presentations, budgeting, planning, logistics, and execution of 300 meetings. Also responsible for supervising and coordinating in-house presentations and the staff AV technician as well as administering the internal AV billing system.

Representative/Producer: Jim Sant'Andrea Midwest, Chicago, IL. 1977-1978. Worked with writer/rep; sold and produced nine shows in nine months

Representative/Production Assistant: Jack Lieb Productions, Chicago, IL. 1975-1976. Worked with industrial film company as a representative and as a production assistant on films for the National Safety Council

Education/Certification:

B.S., Radio and TV, Indiana University, Bloomington, IN Concentration: Production-Direction
Microsoft Office User Specialist: PowerPoint Expert

Professional Affiliations:

The Association for Computing Machinery: member since 1988