

MATTHEW KURTH
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SUMMARY

Enthusiastic television director/producer and computer technician with high personal standards for performance and a desire to share knowledge with others. Fast and thorough learner continually seeking to acquire new skills and sharpen existing ones. Familiar with the practical workings of a television station and a telecommunications call center.

EDUCATION

Bachelor of Arts, Northern Illinois University, DeKalb, IL, 1998

- ▶ Graduated with Cum Laude honors.
- ▶ Major in Communication with emphasis on Media Studies.
- ▶ Minor in Journalism with emphasis on Broadcast Journalism.
- ▶ Won 1998 Broadcast Journalism Student Of The Year award.

EXPERIENCE

Nationwide Credit, Inc, Vestal, NY

2003-Present

High Toll Analyst (2003-Present)

Responsible for evaluating customer accounts with MCI long-distance telephone service to determine whether a customer poses a potential debt risk and intervening accordingly. Also interacted with customers whose accounts have been previously handled within the department.

- ▶ Nominated for Analyst of the Month award for June 2004.
- ▶ Nominated for Rookie of the Month award for February and April 2004.
- ▶ Assigned to newly-created call queue in February 2004 to handle small business accounts.
- ▶ Received two commendations from customers in December 2003 for outstanding service.

WREX-TV, Rockford, IL

1998-2003

Information Systems Administrator (2002-2003)

Responsible for overseeing a 50-employee, 70-computer network and developing custom Intranet applications while overseeing the production of a weekly public affairs program and assisting with the training of personnel in the production department.

- ▶ Built new on-air graphics for weekly community affairs show, including new show opens and music that tied in with both local and network graphic elements.
- ▶ Wrote program to automate value reports for advertisers which was implemented by 7 TV and radio stations, saving over 100 manhours/month.
- ▶ Created database system to automatically track commercials received by the station and web-based frontend for database searching, eliminating paper recordkeeping.
- ▶ Created centralized Intranet portal for station, which was implemented corporation-wide.

- ▶ Wrote program to automatically archive and distribute daily broadcast reports via Email by translating database output to HTML, simplifying report distribution.
- ▶ Worked as helpdesk-type liason between local users and corporate MIS, supporting Windows 3.1 to XP, Office 2000/XP, Adobe Photoshop/Premiere, and MacOS 8/9.

Traffic Manager (2001)

Responsible for handling of incoming traffic orders and coordination between the Local Sales Manager, Account Executives, and Master Control. Entered instructions from local, regional, and national clients into OSI Traffic system and managed spot inventory in Odetics Airo playback system. Worked with corporate Operations Center with program formatting and layout.

- ▶ Oversaw the conversion of station traffic from Columbine JDS to OSI Traffic system.
- ▶ Created policies and procedures to encourage Account Executives to file traffic instructions and deliver local spot masters in a timely fashion.
- ▶ Developed simple method of assigning cart numbers in order to facilitate local spot archival while recycling national spots that expired more quickly.

Director/Master Control Operator (1998-2001)

Responsible for maintenance of on-air signal, including the management of daily programming and commercial spots, ensuring the broadcast day runs as smoothly as possible. Worked as a crew member for the production of daily newscasts and weekly community affairs programming, including show directing and promotional spot editing.

- ▶ Refreshed graphics package for weekly community affairs program, incorporating revised station logos and customized lower-third templates, as well as created and maintained a quarterly proof-of-performance promotional spot for the program.
- ▶ Was part of a team that oversaw the transition from tape to disk-based commercial playback in 1999.
- ▶ Developed network-based report system for on-air discrepancies, reducing paper use.
- ▶ Directed all news programs: morning, noon, five, six, ten, and community affairs.
- ▶ Worked with station engineers and network personnel to quickly resolve problems.

Headline News Local Edition, DeKalb, IL

1995-1998

Graphics Director (1997-1998)

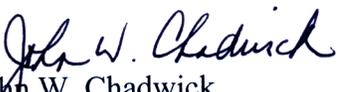
Responsible for maintenance of graphics for daily 6-minute news briefs, including on-air style and in-house image library.

- ▶ Researched, wrote, and produced a 6-minute documentary for the news organization's 25th anniversary.
- ▶ Created system for generating over-the-shoulder graphics with text on a template, creating a unified style.
- ▶ Cataloged image library and transferred images from slides to digital format.



To Whom It May Concern:

Matthew Kurth has been a valuable employee for WREX in establishing our internal computer network. Matthew was instrumental in helping us setup automated procedures that have made us a more efficient operation. It has been my pleasure to work with Matthew on several projects that have been successfully completed.


John W. Chadwick
Vice President General Manager