

Richard S. Payne, CM

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SUMMARY OF QUALIFICATIONS:

• I have had the opportunity to serve in a number of key management and technical specialist positions in the communications and information technology arena. I have been successful in taking complex information and processes and translating them creatively into efficient and effective production, communications and training products and services.

SPECIALTY AREAS:

• Organizational management, internal and external communications, website design and administration, technical writing and editing, instructional design and training, multimedia production, audio & video production, theatrical production, graphics design and publications. Experienced in many hardware and software arenas including internet and intranet systems, database administration, WebCT, desktop support, live classroom training, computer based interactive training, technical writing, live-event planning and production, research and development, desktop publishing, computer animation, radio and television production, and distant learning systems.

PROFESSIONAL EXPERIENCE:

- Coordinator of MultiMedia – [*Chattanooga State Technical Community College*](#)
- Communications Consultant - [*Richard S. Payne Consulting*](#)
- President - [*The Masters Group \(MultiMedia Production Company\)*](#)
- Director of Communications - [*CBMC, Inc.*](#)
- Internet Administrator, Webmaster, Business Manager, Supervisor of Media Services, Media Services Specialist, MultiMedia Specialist, End User Computing Specialist, Communications Specialist, and Technical Writer/Editor - [*Tennessee Valley Authority*](#)
- Communications Systems Specialist - [*General Physics Corporation*](#)
- Audiovisual Specialist - [*Provident Life & Accident Insurance Company*](#)
- Floor Director/Stage Manager - [*WSB Television*](#)
- Supervisor, Audiovisual Operations - [*UGA Instructional Resources Center*](#)
- Graphics Designer - [*Sears Roebuck & Company*](#)

EDUCATION & CERTIFICATIONS:

- Bachelor's Degree in Communications (Cum Laude) [*University of Georgia*](#)
- Certified Manager - [*Institute of Certified Professional Managers*](#)
- Certified Instructor - [*United States Tennessee Valley Authority*](#)
- Certified Professional Trainer – [*WebCT, Inc.*](#)
- Innovations Award Winner, 2004 – [*Tennessee Board of Regents*](#)

DETAILED JOB HISTORY:

Coordinator of MultiMedia

Chattanooga State Technical Community College

Sep 02 - Aug 04 • Provided technical support and expertise to faculty and staff regarding multimedia development, including audio, video, CD-ROM, DVD, internet, and digital imaging projects through the Center for Distributed Education. Served as WebCT administrator for on-line course development, and designed and conducted training classes regarding multimedia, web development, and various software applications.

Communications Consultant

Richard S. Payne Consulting

Jun 99 - present • Provide managerial and technical expertise to businesses, corporations, academic institutions, non-profit organizations, and manufacturing entities in the areas of information technology, office systems, publishing, training, and technical support.

President & General Manager

The Masters Group - TMGmedia.net

Sep 89 - present • Serve as president and general manager of a multimedia production company, supporting small businesses, corporations, and non-profit organizations in various communications projects including publishing, broadcasting, marketing, and training.

Director of Communications

CBMC, Inc.

Jun 98 - Jun 99 • Served on executive staff as director of all communications activities including Information Services, Internet, Audio/Video, Publications, and Broadcasting departments for a non-profit organization.

Internet Administrator, Internet Services

TVA Information Services

Jan 98 - Oct 98 • Provided technical expertise, project management and design in the development and deployment of TVA's InsideNet and external websites. Served as Webmaster for InsideNet.

MultiMedia Specialist, Electronic Media

TVA Corporate Communications

Oct 95 - Dec 97 • Provided technical expertise and project management in the design and deployment of TVA Corporate Communications messages in the areas of the internet, interactive multimedia, desktop publishing, computer animation, video teleconferencing, computer-based training, and multimedia systems integration.

Business Manager, MultiMedia Group

TVA Services

Sep 94 - Oct 95 • Managed the MultiMedia Group, which provided audio, video, graphics and web support for TVA and other commercial and private businesses. Duties including marketing, accounting, production coordination, and supervision of this TVAS entrepreneurial business which was highly successful.

DETAILED SUMMARY OF EDUCATION & CERTIFICATIONS:

• Professional Instructor Certification •

WebCT, Inc.

Mar 04 • Upon satisfying the requirements of 40 credit hours and two certification training evaluations, I was awarded Senior Level Instructor Certification status by WebCT, Inc.

• Graduate Work •

Tennessee Technological University / Cookeville

In post-graduate work at TTU I have completed two courses in *Secondary School Programs* and *Perspectives in American Education* with a grade point average of 4.0.

University of Tennessee / Chattanooga

In post-graduate work at UTC I have completed one course in *Business Law* with a grade point average of 4.0.

• Manager Certification •

Institute for Certified Professional Managers

May 84 • In 1983 - 1984 I successfully completed the *Personal Skills*, *Administrative Skills*, and *Interpersonal Skills* training programs offered by the Institute. Upon successfully passing three subsequent certification examinations, I was awarded the designation of Certified Manager.

• Instructor Certification •

Tennessee Valley Authority

Mar 82 • Upon satisfying the requirements of 175 credit hours for completion, I was awarded Instructor Certification status by the TVA Division of Nuclear Training. I subsequently developed the Media Technology course for the Instructor Certification program. TVA training programs are accredited by the National Academy for Nuclear Training (INPO).

• Bachelor's Degree •

University of Georgia

Jun 78 • Upon completion of 196 hours of undergraduate study, I was awarded the Bachelor of Arts degree in Communications (Cum Laude). My major was broadcasting (radio/TV/film) and my minors were business and theatre, with a grade point average of 3.5. I was also very active in intramural sports, University Chorus, Men's Glee Club, University Theatre, and the BSU.

• Undergraduate Work •

Georgia State University

Jan 75 - Aug 75 • While working full-time in Atlanta I attended Georgia State University, where I completed six business courses including Accounting I and II. My grade point average was 3.0.

• Undergraduate Work & High School •

Clayton College, Briarwood High School

Sep 73 - Jun 74 • During my senior year of high school I was involved in a high school-college joint-enrollment program, where I completed six college courses. My grade point average was 3.5.

Sep 69 - Jun 74 • I completed high school in East Point, Georgia, graduating with honors on the Academic curriculum with a grade point average of 5.7 (6.0 scale).

DETAILED SUMMARY OF SKILLS:

• Hardware & OS •

Windows 3.1 thru XP; MacOS 4.1 thru X; PalmOS; Audio & Video editing systems; CD/DVD authoring systems; duplication systems; networking (LAN/WAN/CAN); telephone and intercom systems; PA systems; recording systems; lighting systems (video & theatrical); electrical systems (AC/DC), stage & set construction, homebuilding, metalworking & carpentry.

• Software •

Adobe Acrobat Pro, Illustrator, ImageReady, InDesign, PageMaker, PhotoShop; Apple DVD Studio, FinalCutPro, iDVD, iMovie, iTunes, QuickTime; AVID (PC & Mac); FileMaker Pro Developer; Fetch; FTP Pro; Macromedia Authorware, DreamWeaver, Flash, Freehand; Microsoft Access, Excel, Exchange, Explorer, FrontPage, Outlook, PowerPoint, Publisher, Windows Media, Word; Norton Tools; Now Up-to-Date; Peachtree Accounting; QuickBooks Pro; Snag-It; Turbo-Tax; VisualPage; WebCT (Developer & Administrator); Win-Zip.