

Mark Forman
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WORK EXPERIENCE:

Wyeth Pharmaceuticals, Collegeville, PA

Wyeth Conference Center Audiovisual & Technical Coordinator

September 2001-October 2009

- Audiovisual Coordinator responsible for management of international Fortune 500 company meetings including those for CEO, Board of Directors and Executive Directors.
- Project Director/Supervisor for all multimedia presentations.
- Project management and coordination for new high-tech 150-seat Wyeth amphitheater.
- Computer support and help desk liaison for conference center.
- Meeting and video teleconference support / Webex support.
- Responsible for quality control, maintenance and inventory of all high-tech equipment purchases & inventory.

The Vanguard Group, Valley Forge, PA

Audiovisual Technical Support Coordinator / Video Teleconference Technician

April 2000-April 2001

- Responsible for coordination of the first high-tech learning center for Vanguard University.
- Coordinated with general contractors and architects on all audiovisual recommendations including video teleconference systems for distance learning projects and all other aspects of audiovisual systems.
- Provided project management for corporate meetings in new 400-seat auditorium.
- Trained and supervised audiovisual staff.
- Originated, updated and maintained database for video teleconference scheduling and statistics.
- Provided technical support and troubleshooting for video teleconferencing including management of video bridge.

Shooters Post & Transfer, Philadelphia, PA / Cherry Hill, NJ

Library & Video Technician

October 1998-April 2000

- Video Library Manager/Database Administrator with responsibilities including video duplication and library maintenance.

Campbell Soup Company, Camden, NJ

Audiovisual Coordinator

January 1996-November 1998

- Videotape Librarian and Database Administrator.
- Provided meeting and computer support and managed video and teleconference equipment and computer projectors.
- Direct coordination with MIS, Public Affairs and Advertising Departments on all projects.
- Responsibilities included editing and duplicating videos as well as final consultation regarding PowerPoint presentations.

Trump Taj Mahal Casino / Resort Hotel, Atlantic City, NJ

Stage Technician/Audio Engineer

March 1990-July 1991

- Multifaceted position providing a range of services including video projection, audio engineering, sound system and monitor setup, live audio mixing, professional stage lighting and rigging. Served as a stagehand for entertainment productions.
- Additional responsibilities included equipment maintenance, inventory and reporting as well as paging systems maintenance throughout the facility.

ADDITIONAL (FREELANCE) WORK EXPERIENCE:

Audience Response Systems, Inc (Evansville, IN)

Independent Audiovisual Technician (Various US companies located in the tri-state area)

Radio Producer / Engineer and Programmer (WXPN-FM University of Pennsylvania, PA)

Video Court Reporter (Philadelphia, PA)

REFERENCES:

Supplied upon request.