

Todd Church

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Sunbury, OH 43074

Summary

Driven and self-motivated individual who is passionate about utilizing project management to create and deliver effective business solutions. Operates in a highly organized, detail-oriented manner and performs well under pressure. Demonstrates strong communication skills, effective leadership capabilities, and the ability to apply critical thinking to solve business need problems. Known by others for being a loyal, hard-working, dedicated employee that can perform job duties above expectations.

Education

Bachelor of Business Degree | Focus: Leadership & Project Management | Completion Date: July 2020

- Ohio Dominican University | GPA: 3.90

Project Management Professional Certification

- Estimated Completion Date: Winter 2020 – Early Spring 2021

Professional Experience

I.T. Project Manager | Columbus College of Art & Design | April 2020 – July 2020 (Contract Position)

Continued management of a multi-system enhancement project known as the Technology Enhancing Creative (T.E.C.) project. Responsible for overseeing a 12-member project team and ensuring the successful delivery of a full migration from the Exchange email platform to the Google Gmail platform. Developed and successfully led a 6-member research and technical committee in effectively partnering with 48 departments for the integration of a cloud storage solution. Created and simultaneously led 3 teams in developing critical operations plans for supporting a continuous remote working and learning environment for the fall semester of 2020

- Condensed a typical 20-week email migration project into a 3-week operation
- Co-led the infrastructure team in completing the migration of 675 accounts, totaling 4.8 million emails, with less than a 1% failure rate
- Procured \$32,000 per year in cost savings by ensuring the existing firewall service contract was replaced by Google

A/V System Engineer | Columbus College of Art & Design | Columbus, OH | June 2019 – February 2020

Promoted to a system engineer position in the spring of 2019. Responsible for providing yearly budgeting forecasts for projects and maintaining A/V financial records, managing vendor relationships, and providing tier 2 technical support for events and reported technical A/V issues. Additionally, managed of a small team of Event Support Technicians that were dedicated to the internal/external events of the college. Developed a full project plan, led project meetings, and kept project documentation for the T.E.C. Project, a 1+ Year initiative that would migrate the college email service from Exchange to Google from Late 2019 throughout all of 2020

- Secured \$500,000 in labor costs savings by taking the lead on all classroom installations
- Integrated Crestron Fusion Software making remote support & reporting across 95% of classrooms possible
- Implemented 3 new event support policies that protected at least \$1.1 million of college assets
- Created new event request webform that streamlined the request process for the events department

A/V Technician | Columbus College of Art & Design | Columbus, OH | September 2017- June 2019

Oversaw the design, installation, programming, configuration, testing, and deployment of 68 classroom spaces on campus. Developed, and implemented, a new A/V technology standard across campus that met the needs of students and faculty. Created new and accurate documentation standard that reflected key information about various A/V systems throughout campus.

- Reduced the cost of replacing classroom systems by nearly 36% within first year at the institution
- Successfully managed the design & integration of multiple A/V systems, totaling \$80,000, for Cloyd Family Animation Center project in 2018
- Re-designed the auditorium A/V system, gained approval, and led the \$130,000 system rebuild project, allowing the college to better support internal and external events
- Attended Crestron programming training and alleviated the need to spend between \$15,000 to \$30,000 for reprogramming needs on campus
- Transitioned the campus image resolution standard from 70% of campus displaying 720p or lower resolutions to 98% of campus using a minimum of 1080p
- Co-started a regional audio-visual committee with 4 other local institutions to collaborate on A/V solutions

A/V Technician & Front of House Engineer | Heritage Christian Church | Westerville, OH | August 2015 – September 2017

Responsible for performing all stage preparation, sound console programming, and system maintenance. Professionally utilized audio mixing techniques through operating a high-tech PA system each week for service. Supported other departments with technical support and event coverage support as needed.

- Resolved a consistent issue of sound quality by setting a new standard for how the live service mix sounded each week through audio engineering techniques
- Fully reorganized equipment storage areas and developed a new process for stage setup requirements

Sewing Department Liaison | Hancock & Moore Furniture | Hickory, NC | June 2012 – August 2015

Led 20-25 sewing machine operators had the proper materials and supplies to deliver specific pieces and parts that would be applied to furniture frames. Worked at a very quick pace each day to effectively communicate the needs of the sewing department to other various areas within the company.

- Created a fluent workflow process for the inspection of sewn jobs to ensure a timely delivery of completed materials to the next department.

Volunteer Experience

Hurricane Disaster Relief Mission Team | Long Island Bahamas | Construction Support Personnel | Summer 2016

- Served on a team of 20+ people for 1 week shortly after the island was devastated by hurricane Matthew
- Worked to rebuild a local resident's house by installing a drywall ceiling, and plumbing for their bathroom

Music Workshop & Mission Trip | Lonovala, India | Team Leader & Instructor | Fall of 2016

- Formed a small team of 5 people that volunteered to travel to a YWAM (Youth with A Mission) school
- Led a music workshop for 10 days by partnering with the school's music and arts ministry
- Served on the local mission outreach team with the YWAM students and instructors

Church Plant Volunteer | The Hills Church | Spring 2015

- Volunteered to help plant a new local church in the Hickory, NC area
- Led the production team and was responsible for the technology setup and operation each week

Technical Skills

Strong in Microsoft Office products, Word, Excel, Power Point, Outlook; Microsoft Teams; Experienced with Project Management Tools like Asana, Jira Confluence, and Monday.com; Fluent in Google cloud applications, Google Docs, Google Sheets, Google Drive, Gmail, and other key Google apps