

Geoffrey M. Miller
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Objective:

To help others prosper.

Skills and Experience:

Writer:

Vast experience writing training, marketing and corporate communications programs for video, print, and multimedia. Experienced technical writer.

Published humor writer with over 180 short stories published in 'The Standard Observer' daily newspaper and other publications.

Producer:

Strong organizational skills that include the design and preparation of media productions that deliver maximum impact within the boundaries of the client's budget and do so on-schedule. Specific skills include the preparation of budgets and production schedules, conducting site surveys, casting & talent auditions, booking and organizing crews, purchasing and renting props, equipment and studio space and arranging for makeup, wardrobe, travel and catering.

Director:

Organizational: Plan the execution of each shot and communicate that plan to the writer and to the client or agency representatives. Create a realistic shooting schedule that is both efficient and flexible. Be prepared to amend the plan when circumstances change.

Interpersonal: Communicate the plan and intentions to crew and talent. Maintain the creative vision of the writer while drawing on the experience of the talent and crew to realize and improve upon that vision. Create an on-set atmosphere that is productive and professional yet relaxed, cordial and rewarding for all involved. Keep everybody focused and moving along.

Media Production:

Extensive knowledge and experience of almost every aspect of video production-- camera operator, with experience shooting in 16:9 high definition format. Strong knowledge of lighting, audio and set design. Experienced with wide variety of camera platforms, microphones, mixers, lighting and grip equipment. Have had numerous opportunities to shoot from airplanes and helicopters, Extensive knowledge of the Toshiba mini cam (lipstick camera) and with the setup and use of the TelePrompTer.

Media Post-Production:

Avid® Editor (Adrenaline v1.03 & Media Composer 1000 v7.2); Adobe AfterEffects v3.1,v5.5; Photoshop v7.0 & earlier; Adobe Illustrator; Sound Forge v5.0, Acid Music v1.0. Windows XP / Mac X & earlier. Audio recording and mixing. Foley. Extensive experience with the ImMix TurboCube Non-Linear Editing System. Microsoft Word and PowerPoint 2000.

Additional skills & experience:

- Management & Sales: managed a video production facility, (staff of 6), 1989-92.
Self-employed freelance writer/producer, (1992-96).
- Experience producing corporate meetings and satellite uplink broadcasts.
- Excellent interviewer.
- 24 years experience as a voice talent and narrator.
- Radio Air Personality- 1979 - 1998.

Personal / Extracurricular:

I am currently enjoying a quiet life of 'trees & breeze' in a cottage in the Laurel Highlands of Western Pennsylvania. I spent many years as a single Dad. My son Ben is now a staff sergeant stationed at Luke Air Force Base in Phoenix, AZ, where he lives with his wife Ami and daughter, Kara. I am an avid motorcyclist who enjoys writing, target shooting, bicycling, amateur photography, good books and Microsoft Flight Simulator. I have passed the Motorcycle Safety Foundation Rider Safety Course and the National Rifle Association Handgun Safety Course. I trained in the traditional Korean martial art of Tang Soo Do, 1990-97, earning a 2nd Degree Black Belt.

Work History:**2005 (Sept.) - current**

Full-time graduate student and freelance writer. An accident insurance settlement has allowed me to take time away from work in order to graduate sooner, (this May rather than next Christmas).

1997 - 2005:

Project Manager, Wix Pix Productions, Inc., Johnstown, PA

Write, produce and execute high quality, large budget productions for a wide array of national and local clients. Skills and responsibilities include writing, producing, directing, shooting, editing and voice work.

1992 - 1996:

Owner, Miller Creative Services (Freelance Writer/Producer), Greensburg, PA. Wrote, produced and directed radio and television commercials, corporate and industrial sales and training programs for a wide range of industrial and retail businesses. My clients consisted of advertising agencies, video production companies and radio, cable and broadcast television advertising sales representatives. Current employer is a former client.

1989 - 1992:

Production Manager, High Performance Productions, Jeanette, PA. (now defunct)

Management, sales and account executive duties, writing and producing radio and television commercials, corporate and industrial video programs. Managed a staff of six, including the office manager, editors and videographers.

1984 - 1989:

Production Manager / Copy Writer & Air Personality, WHJB / WSSZ, Greensburg, PA., (currently under new ownership as WKHB, Irwin, PA). Morning FM host given ample opportunity for creative writing and production. As production manager, worked closely with both the sales and air staffs to write and produce commercials for our clients. After leaving, continued as a part-time air personality until 1998.

Earlier Employment:

WYDD-FM, Pittsburgh, PA; WBXQ-FM, Altoona, PA.

Education:

Master of Business Administration with Marketing Specialization, Summa Cum Laude
Capella University, Minneapolis, MN, May, 2006

Bachelor of Science in Education, strong Minor in Communications
Indiana University of Pennsylvania, Indiana, PA. 1980

Johnstown High School, Johnstown, PA. 1976

References:

available upon request.



Geoffrey M. Miller

MBA Program with Marketing Specialization

48 Credits

All courses 3 credit/6 week

Most professors are Ph.D.

All professors are adjunct, currently working in the field they teach

COMPLETED COURSES

COURSE NAME	GRADE
MBA9010- Professional Effectiveness	A
MBA9020- Leading for Results	A
MBA9110- Marketing and Brand Management	A
MBA9112- Market Research	A
MBA9120- Sales and Customer Relationship Management	A
MBA9130- Operations and Process Management	A
MBA9210- Building Relationships	A
MBA9114- Consumer Behavior	A
MBA9150- Crafting & Executing Strategy	A
MBA9160- Managing Information Assets & Technology	A
MBA9140- Financial Management	A
MBA9116- New Product Design & Development	A
MBA9230- Leading Teams	A
MBA9240- Facilitating Change	A
MBA9260- Negotiating for Results	A
MBA9310- Marketing Capstone: Judgment, Planning, & Action	A

GRADUATED SUMMA CUM LAUDE, MAY 2006