

Tim Donahue

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Professional Profile

Proven track record of meeting complex business needs through the timely development of diverse media deliverables, under tight deadlines.

- Instructional Design
- Script Writing/Technical Writing
- Storyboarding
- Web Based Training/eLearning
- Technical Training Videos
- Marketing Videos
- Internal Company Videos
- In House Commercials
- Video Acting
- 3 Point Video Lighting
- Voice Over Narration
- Coaching Voice & Acting Talent
- Audio Editing
- High Definition Camera Capture
- Green Screen Capture
- Teleprompter Operation
- Digital Video Editing
- 3D Modeling & Animation
- HDRI Environments
- Soundtrack Creation & Selection
- Live Meeting Capture

Professional Experience

TOKYO ELECTRON AMERICA, INC, Austin, TX (\$15 Million Company, 1,200 Employees) U.S. sales and service headquarters. Subsidiary of TOKYO ELECTRON LIMITED, Tokyo, Japan (8.5 Billion Company, 9,900 Employees, www.tel.com). TEL is the #2 manufacturer of semiconductor production equipment in the world.

Instructional Media Producer (2008 – 2013)

- Continually leveraged comprehensive media production skills to take multiple projects from initial analysis with the client, through design and development of all assets, all the way to implementation on our Learning Management System
- Incorporated strong script writing, storyboarding, HD camera capture, green screen capture, digital video editing, commercial acting, voice over narration, talent coaching, 3D modeling and animating, HDRI environments, and sound track selection skills, to deliver consistently high quality deliverables that met the business need and delighted the customer

Achievements:

- “Voice and Face of Tokyo Electron” – Appeared in company commercials and did voice over for almost all Web Based Training
- Primary company videographer; selected by Department Manager for all video capture that required travel to offsite locations
- Script writer for all Media Services Group productions, including training, commercials, marketing videos, and senior executive internal communications
- Initiated Green Screen capture at Tokyo Electron. Created “The Green Room” where all HD video was captured
- Successfully produced WBTs for Human Resources; Environment, Health & Safety; Information Systems; Quality; & Technical Training
- Produced marketing videos that were showcased at major industry tradeshows, including Semicon
- Produced customer facing commercials for Tokyo Electron’s equipment & upgrade kits resulting in significantly increased sales
- Produced many internal company videos, including Presidential “fireside chats” & other senior executive internal video messages that were distributed to all company employees worldwide
- Proposed and implemented new comprehensive work flow for Media Services Group to ensure the quality and repeatability of our deliverables

Responsibilities:

- Held Kick-off meetings with new customers; analyzed their business needs; conducted gap & task analysis
- Designed and storyboarded all projects
- Recorded voice over for all narration and post-produced all audio in Adobe Audition
- Captured all High Definition video, and post-produced all video in Adobe Premiere Pro, including green screening
- Facilitated the review process, gathering feedback from Subject Matter Experts, management, and the customer
- Implemented all training by uploading to the LMS and populating a Learning Activity Report
- Coached employees and senior executives who appeared in company videos in the art of reading from a teleprompter and speaking on camera
- Captured video/audio of company meetings, seminars, & Instructor Led Training throughout the US & Japan

Media Services Group Supervisor (2006 – 2008)

- Personally selected by the Service Support Team (SST) Manager, Kevin Lanham to provide strong project and personnel management to a reactive, unresponsive, and underperforming group
- Supported TEL globally by creating and maintaining Web Based Training (WBTs); eLearning interventions; Live Distance Learning; instructional design; intranet/web-site development; print production; advertising/tradeshows support; and video/audio capture of company meetings, seminars, and Instructor Led Training (ILT)
- Doubled web-based training as a proportion of Instructor-Led Training, saving TEL's customers significant travel cost

Technical Publications Supervisor (2000 – 2006)

- Selected over several Senior Technical Writers to lead 3 teams of technical writers in creating and localizing operation, maintenance, installation, troubleshooting, and training documentation for 20 machine models, averaging 4,000 pages per model, for the US and Europe. These 3 teams represented the Thermal Processing Systems, Test Systems, and Surface Preparation Systems product lines
- Asked by the Service Support Team (SST) Manager/GTP Leader, Kevin Lanham, to serve on the Global Technical Publications (GTP) team, to help establish unifying strategies and approaches to development, management, and delivery of technical documents in US, Japan, other Asian and European areas
- Traveled extensively throughout Japan holding regular face-to-face meetings with parent company senior executives
- Won the Intel Training Excellence Award three years in a row (2003-2005), for our outstanding training manuals

Technical Writer (1996 – 2000)

- Learned quickly, and was asked by the Department Manager to be the lead writer for newly formed technical writing teams that needed experienced technical writing leadership
- Wrote for three semiconductor equipment product lines: Thermal Processing Systems, Test Systems, and Surface Preparation Systems. Authored in an XML structured system, within an Object Oriented Database
- Asked to lead the successful "Worst to First" initiative, where we improved our manuals from the worst in the industry to the best, over a two year period

Education

Nazareth College of Rochester **Rochester, NY**
Bachelor of Arts – English
Program in Professional Communication and Information Design
Graduated Cum Laude

Universite de Haute Bretagne **Rennes, France**
Foreign Exchange Program
Dean's List

Technical Profile

- Adobe Premiere Pro
- Adobe Audition
- Adobe After Effects
- Adobe Photoshop
- Adobe Illustrator
- Adobe Media Encoder
- Adobe Speedgrade
- Adobe Bridge
- Cinema 4D