

# Mallory Simpson

**LinkedIn:** <https://www.linkedin.com/in/mallorysimpson/>

**Behance Portfolio:** <https://www.behance.net/mallorysimpson>

**Linktree:** <https://linktr.ee/MallorySimpson>



Apartment 75  
MaryField Apartments  
60 Hope Road  
Kingston 6  
1876-422-8116  
[mallorysimpson@hotmail.com](mailto:mallorysimpson@hotmail.com)

---

## Professional Summary:

Highly skilled and motivated media technologist with a proven track record of effectively creating solutions and enhancing productivity through technical, organizational, and communication skills. Adept at ensuring measurable results and a return on investment.

---

## Experience:

### Audio-Visual Technician | Montego Bay Convention Centre | September 2023 to Present

- Sets up and breaks down equipment before and after events
- Tests and inspects all equipment prior to each event and ensures that all equipment is in working order
- Makes minor repairs and adjustments to audio/video equipment
- Reviews event agenda to determine equipment and service requirements of user groups
- Performs preventive maintenance on all equipment

### Technical Operator | Grove Broadcasting Limited, Irie FM | July 2022 to September 2023

- Assist with outside broadcast and in-studio technical operation
- Setup Audio-visual equipment for streaming and broadcasts
- Edit radio ads, programs, and features for broadcast
- Prepare audio for archiving and streaming via the Irie FM app and website

### Digital Signage & ITV Content Specialist | Royal Caribbean Cruises Limited | Nov 2014 to July 2022

- Chief administrator and operator of ship-wide digital signage and ITV systems
- Schedule and manage content for digital signs onboard
- Maintain content library for digital signage system
- Train users on system use and creative skills
- Ensure brand standards and content integrity
- Collaborate with Assistant Hotel Director for communication strategy
- Assisted with videography, video editing and satellite signal acquisition

### Master Controller | Television Jamaica | Aug 2011 - Oct 2014

- Manage video and audio output from Master Control
- Ensure compliance with organization rules and Broadcasting Commission
- Timely start and end of scheduled programming
- Edit broadcast schedule using AirBoss interface
- Log issues with output and on-air incidents

### Production Assistant | Jamaica Information Service | Oct 2008 to Aug 2011

- Support daily production schedule in integrated media environment
- Assist in video format conversion, lighting, editing, and more
- Help with low-level IT issues

### Computer Technician | Electoral Office of Jamaica | May 2007 to Dec 2007

- Train and assess Election Day Workers in using Electronic Voter Identification Ballot Issuing System (E.V.I.B.I.S)
- Deploy, configure, troubleshoot, and maintain E.V.I.B.I.S stations

---

## Education:

### Certificate in Techniques of Video Production

Media Technology Institute, Jamaica  
Jun 2007 to Nov 2007

### Diploma in Software Design and Programming

Caribbean Institute of Technology, Jamaica  
Period: Jan 2002 to Dec 2002

### B.Sc. in Computing and Information Technology

University of Technology Jamaica  
Sept 2003 to Jun 2006 (Completed year 3 of a 4-year program)

---

## Skills:

- IT Systems Administration
  - Signal monitoring
  - Broadcast system automation
  - Broadcast system design
  - AV/IT Equipment installation
  - Troubleshooting and diagnosis
  - Video production and editing
  - Multi-Camera Videography
  - Technical Direction
  - Web design
  - Graphic Design
  - Safety Systems Operations
  - Emergency Communications Systems Operation
  - First Aid
  - Fire Prevention and Safety
  - Crowd Control
  - PTZ / CCTV Operation
  - Crisis Management
-