

Melvin E. Mays

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EDUCATION

Master of Science - Instructional Technology Texas A&M Texarkana	2017 Texarkana, TX
Certification - Audio Recording Technology Houston Community College	1998 Houston, TX
Bachelor of Arts - Mass Communication Grambling State University	1994 Grambling, LA

PROFESSIONAL EXPERIENCE

Faculty Houston Community College	08/2013 - Present Houston, TX
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- MUSC 1335 - Commercial Music Software
 - Instruct students in basic audio principals using a combination of traditional lectures, hands on demonstrations, and digital audio workstation labs created with Reaper software. Reinforce knowledge transfer, and assesses student learning through in-class demonstrations, course reflections, discussions, and written exams.
- RTVB 2282 – Cooperative Education
 - Created hybrid learning design using Canvas LMS, and face to face instruction.
 - Instruct students on the soft, and hard skills; communication, interviewing, time management, and project budgets that are necessary for employment in audio recording technology.
 - Provide real world examples that are combined with weekly assignments to develop, and reinforce technical skills for career attainment.
 - Class instruction uses a hybrid learning design incorporating Canvas LMS.
- MUSC 1405 - Live Sound 1
 - Instruct students in the techniques of live sound production, covering equipment setup, signal flow, microphone techniques, and front of housing mixing. Instruction included hands on simulations, skills test, and group lab projects.
- MUSC 2403 – Live Sound 2
 - Instruct students in the techniques of live sound production, covering digital consoles, in ear monitors, networks, lighting, video projection, and mixing. Instruction included hands on simulations, skills test, and group lab projects.
- High School College Night Coordinator
 - Developed, and implemented the Audio Recording Technology departments high school college night recruitment process with, area school districts. Recruitment included students from Houston ISD, Spring branch ISD, Katy ISD, Klein ISD, Alief ISD, and CFISD.
 - Coordinated faculty, and student representatives to attend high school college night fairs.
 - Created database for employee event attendance tracking, student request for program information, and scheduling additional on campus visits.

- Internship Coordinator
 - Revised, and implemented policies, and procedures for internship requirements.
 - Developed database to track student internship opportunities, and internship hours.
 - Created, and implemented employer student survey.
 - Collaborate with faculty to identify students for full time employment opportunities.
 - Provide guidance to students with educational choices, career-planning, and employment strategies.
 - Identify, and solicit employers to participate in the internship program.

Adjunct Instructor

Houston Community College

01/2009 - 5/2013

Houston TX

- MUSC 1427 - Audio Engineering 1
 - Instructed students in basic studio electronics, acoustic principles, waveform properties, microphone concepts, micing techniques, studio set up, signal flow, recording console theory, signal processing concepts, recording principles, and a overview of mixing and editing. Reinforce knowledge transfer, and assesses student's learning through in-class demonstrations, course reflections, discussions, and written exams.
- LEAD 1200 – Workforce and Critical Development
Prepared students to perform successfully in college, and in the work place by exposing them to a variety of resources, and strategies available at the college. Used advanced critical thinking strategies, and workforce skills that promote employment readiness, retention, advancement, and promotion.
- RTVB 2343 - Commercial Recording Techniques
Instructed students in the audio recording program capstone class. Observed student knowledge, and skill transfer through the operation of audio recording equipment, project management, project budget, and final production demo CD.

Adjunct Instructor

Lee College

01/2008 - 5/2012

Baytown TX

- MUSC 1427 – Audio Engineering 1
 - Instructed students in basic studio electronics, acoustic principles, waveform properties, microphone concepts, micing techniques, studio set up, signal flow, recording console theory, signal processing concepts, recording principles, and a overview of mixing and editing.
 - Reinforce knowledge transfer, through in- class demonstrations, course reflections, discussions, and written exams.

Compaq/Hewlett Packard Enterprise/DXE

Houston, TX

• **Remote Catalog Analyst**

03/2014 - 4/2017

Hewlett Packard Enterprise/DXE

Houston, TX

- Designed, and implemented customer requested solutions for web based request forms using Service Manager, and Propel catalog software.
 - Fixed mis-routed, or failed fulfillment and incident request.
 - Level 2 and level 3 support for Service Manager request.
- **Remote Application Manager**
Hewlett Packard Enterprise/DXE
 - Managed the terminal emulation application service.
 - Responsible for global application upgrades. Worked with regional, and global teams to

01/2006 - 3/2014

Houston, TX

- schedule, perform, and document software upgrades.
 - Developed, and documented application upgrade support processes for 1st and 2nd level help desk support along with training guides.
 - Processed daily end user application license request, and was responsible for 1st through 3rd level technical support.
 - Liaison for end user, and vendor complex technical issues.
 - Analyzed monthly install reports, and reconciled data to ensure license inventory did not exceed license pool availability.
 - Worked with finance team, and vendor for contract negotiations and renewals.
- **Audio Visual Manager** 01/2000 – 01/2006
Compaq Houston, TX
 - Project Manager for conference room, and boardroom audio visual build outs
 - Responsible for; equipment selection, contract negotiations, vendor selection, training, and assisted with room design.
 - Managed the audio visual department. Responsible for equipment delivery, ordering, inventory and servicing for all 9 Houston locations.

CERTIFICATIONS

- Dante Level 1 & 2 2017
- Smaart Operator Fundamentals 2017
- Audio Recording Technology 1998

TECHNICAL PROFICIENCIES

- **SOFTWARE:** Canvas LMS, Blackboard LMS, Camtasia, Captivate 2019, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Service Manager, Propel, Simplicity, Dante, Reaper, Pro Tools, Audacity, Digital Performer, Digital effect processors, Smaart Audio Analysis, Lotus Notes
- **HARDWARE:** Mac, and PC
- **EQUIPMENT:** Dynamic, Condenser, and Ribbon microphones; SM57, SM58, enCORE 100, enCOREe 200, Telefunken M80, Sennheiser e609 Nuemann u87, bluebird SL, Blue Dragonfly, Earthwork FW370, Royer R-121, Rode NT2-A, Shure SLX, and more.
Consoles: Behringer XENYX 1002 Mixer, Mackie 16-channel 1604 VLZS mixer, Allen & Heath 40 Channel Console, QSC Touchmix mixer, Midas X32, Midas M32.
Speakers: JBL speakers, QSC speakers, JBL VRX900 system, and more.

VOLUNTEER SERVICE

- Boy Scout Troop 500 Leader
- Alief YMCA Fund Raising Volunteer