

STEPHEN J. LEE

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WORK EXPERIENCE

CITY OF THE COLONY- The Colony, TX

May 2022 - Present

Multimedia Specialist

- Manage the end-to-end creation and editing of all multimedia content distributed throughout the city.
- Coordinate the creation and curation of content for the city's cable channel, ensuring all programming meets regulatory standards.
- Spearheaded and manage all use of YouTube advertising to promote city events.
- Implement and manage effective social media and research SEO strategies to boost user engagement and drive traffic.

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS- Arlington, TX

Sept 2020 - Mar 2022

Photo & Video Production Intern

- Lead editing of major video production campaigns for the teaching, education, and outreach program.
- Managed the coordination and scheduling of filming for interviews with program managers, directors, and subject matter experts.
- Revamped and refined marketing messaging on clean air and UAS initiatives for websites and social media platforms.

SOUTHWESTERN BAPTIST THEOLOGICAL SEMINARY - Fort Worth, TX

Aug 2018 - July 2021

Videographer

- Lead filming and asset management of all lecture content used in the production of the finalized video.
- Engaged with and instructed professors in best practices for teaching a class with the intent of online distribution.
- Designed troubleshooting formula to navigate errors in AV production processes and reconcile said errors.

Audio Video Specialist

- Conducted triweekly live streamed events, for over 500 unique viewers in person as well as online.
- Engaged in multiple AV platforms for the success of events such as soundboard, camera operations, switchboard, shader, monitor etc.
- Supported internal and external clients in the preparation, use, and troubleshooting of AV equipment for events on campus property.

TEXAS ARMY NATIONAL GUARD - Austin, TX

Dec 2013 - Dec 2019

92R Parachute Rigger

- Inspected cargo and personnel parachutes and other airdrop equipment before and after each use, during packing and rigging, and at prescribed intervals to determine serviceability. Repaired or replaced airdrop equipment as necessary, showcasing strong attention to detail and resourcefulness.
- Fabricated and assembled airdrop platforms and rigging components for airborne operations, demonstrating technical expertise.
- Maintained proficiency in soldiering duties, highlighting physical fitness and stamina required for demanding roles.

LEADERSHIP EXPERIENCE & ACTIVITIES

NEW SONG CHURCH - Carrollton, TX

Oct 2010 - July 2022

English Ministry Media Team Lead

- Ensured effective communication to the Sunday congregation, organizational members, pastoral staff, and deacon board.
- Managed and coordinated weekly Sunday services to ensure smooth execution among team members.
- Facilitated social media messaging on church initiatives to support and aid in community outreach.
- Lead the training of volunteers to be able to navigate the use of media operations and facilitate weekly rotation of volunteers.
- Implemented live streaming capabilities, maximizing visibility and maintaining operations in times of emergencies.

AV Specialist

- Operated digital audio mixers, providing enhanced in-room sound performances.
- Prepared all visualization graphics on PowerPoint and ProPresenter slides and updated lyrics for corporate worship services.
- Ensured proper management, storage, and usage of audio and video equipment.

TEXAS ARMY NATIONAL GUARD - Austin, TX

Jun 2017 - Dec 2019

Volunteer Public Affairs and Photo Documentation Specialist

- Initiated public affairs and social media outreach programs for unit Family, Morale, and Readiness (FMR).
- Conducted photography and videography during drills and annual field trainings for documentation and unit use.
- Documented the first ever airborne vehicle drop conducted by the Texas Army National Guard.
- Edited and displayed photo slideshows to boost morale of soldiers during extended training operations.

EDUCATION

TEXAS BAPTIST COLLEGE - Fort Worth, TX

Dec 2021

Major: Christian Studies, BA

SOUTHWESTERN BAPTIST THEOLOGICAL SEMINARY - Fort Worth, TX

Dec 2026

Program: Master of Divinity, M.Div.

SKILLS

COMPUTER SKILLS

Adobe Creative Suite - Premiere Pro | Audition | Photoshop | Lightroom | After Effects | Media Encoder

Social Media - Hootsuite | YouTube | Facebook | Twitter | Instagram | LinkedIn | Discord

Microsoft Office - Word | PowerPoint | Excel

Canva | Open Broadcast Software (OBS) | Blackmagic ATEM | Electronic Theatre Control (ETC) | PowToons | Ross Carbonite | Copywriting | Wix

TECHNICAL SKILLS

Part 107 SUAS drone pilot | camera operation | sound mixing | scriptwriting | technical directing | shading | live streaming | lighting design | disc duplication | video editing | sound restoration | photography | drone operation | patching | materials inspection | SEO