

Theo Kingsberry

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Profile

Comprehensive evaluation of customer's satisfaction, patron visitation and usage of facilities. Proficient with reservation scheduling software; Event Management Systems (EMS). Created, organized and led orientation and training sessions for new employees. Background includes leadership, mentoring, management, and advising at the university and high school levels.

Employment History

NORTH CAROLINA STATE UNIVERSITY 2017- PRESENT

Assistant Director of Technology Services, NC State Student Centers; Campus Enterprises

- ◆ Develop audio-visual systems; supervise installations
- ◆ Oversee audio-visual infrastructure in facilities on multiple campuses
- ◆ Maintain communication technologies; PTT Radios, Wi-fi, and Vlans

NORTH CAROLINA STATE UNIVERSITY 2012 - 2017

Event Services Manager, NC State Student Centers; Campus Enterprises

- ◆ Supervise, train and develop technical skills of 70+ student employees
- ◆ Supervised and maintain training standards for setup-crew, building managers, and AV technicians for theatrical, cultural, and presentational events.
- ◆ Coordinate directly with clients for technical AV design and needs for events
- ◆ Handle all IT related requests within Campus Enterprises Buildings
- ◆ Handle \$350,00 temp labor budget; \$200,000 AV budget
- ◆ Procured and reconciled transactions to university standards for credit card purchases
- ◆ Coordinate courier services for business transactions
- ◆ Coordinate with Dining/Catering Services for all events within Student Centers
- ◆ Provide direct IT support for desktops, laptops, mac mini's, iMacs, iPads, and cellphones

NORTH CAROLINA STATE UNIVERSITY 1999 – 2012

Operations Manager, Reservations & Events Management; Campus Enterprises

- ◆ Supervise, train and develop technical skills of 30+ student employees
- ◆ Maintain building operations, generate schedules, event diagrams, setup-sheets, and relief coverage
- ◆ Maintain three webpages, as well as Virtual EMS online scheduling webpage
- ◆ Coordinate with Dining/Catering Services for all events within Talley Student Center

COMMUNITY ENGAGEMENT

- ◆ Middle School At-Risk Student Mentor 2017 – Present
- ◆ Elementary School Math Circles Tutor 2017 – Present
- ◆ Moore Square Magnet Middle School Magnet Men 2016 – Present
- ◆ City of Raleigh Parks and Recreation Baseball Coach 2003 – Present
- ◆ Book Club Leader A. B. Combs Elementary School 2013 - 2014
- ◆ Science Fair Assistant Chair A. B. Combs Elementary School 2011 – 2015
- ◆ PTA Vice President A. B. Combs Elementary School 2011 - 2013

Honors and Achievements

- ◆ City of Raleigh Parks and Recreation Fred Fletcher Award Recipient April 2018
- ◆ NC State Campus Enterprises Pride of the Wolfpack August 2014
- ◆ NC State Student Affairs Student's First Award May 2008

Education

NORTH CAROLINA STATE UNIVERSITY – Raleigh, NC Present
Pursuing Bachelor of Science Degree in Parks, Recreation and Tourism

WAKE TECHNICAL COMMUNITY COLLEGE – Raleigh, NC June 2001
Associate's Degree in Electrical Technology and Electronics

Additional Training and Certifications

- ◆ PERFORMANCE LEADERSHIP PROGRAM MAY 2007
 - This certification program focused on interpersonal skills and knowledge areas necessary for any manager to lead effective employee or team performance.
- ◆ Crucial Conversations Graduate May 2016
- ◆ Proficient HTML, XHTML, C++, C, Visio, Contribute, Dreamweaver, Event Management Software (EMS), FourWinds Digital Signage

References

Dr. Beth Cochran
Senior Director of Magnet and Curriculum Enhancement Programs
Wake County Public School System
919.533.7296
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Dr. Ashlie Thompson
Southwestern Area Superintendent
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Mr. Tim Hogan
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NC State – University Student Centers
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