

County Council of Howard County, Maryland

2021 Legislative Session

Legislative day # 15

RESOLUTION NO. 138 - 2021

Introduced by: Chairperson at the request of the County Executive

A RESOLUTION confirming the reappointment of Mary Weeks as a member of the Cable Advisory Committee.

Introduced and read first time on Sept 8, 2021.

By order Michelle Harrod  
Michelle Harrod, Administrator to the County Council

Read for a second time and a public hearing held on Sept 20, 2021.

By order Michelle Harrod  
Michelle Harrod, Administrator to the County Council

This Resolution was read the third time and was Adopted , Adopted with amendments \_\_, Failed \_\_, Withdrawn \_\_ by the County Council on October 4, 2021.

Certified by Michelle Harrod  
Michelle Harrod, Administrator to the County Council

NOTE: [[text in brackets]] indicates deletions from existing language; TEXT IN SMALLCAPITALS indicates additions to existing language. ~~Strike-out~~ indicates material deleted by amendment; Underlining indicates material added by amendment.



## Mary L. Weeks

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### Professional Summary

Telly award-winning Video Producer with 15 plus years of experience in TV and Video Production and working in Communications. Strong storytelling skills and goal oriented to produce creative videos that are educational informational and engaging. Excellent communication skills, able to take customers ideas and bring them to life. Dedicated and detail oriented to each project to ensure that the best product is delivered to the customer. Work with clients and team on developing Communication Plans. Loyal employee to the job and organization.

### Professional Skills

Video, TV and Radio Producer  
 Script Writing  
 Film and Editing  
 Create Communication Plans  
 Writer  
 Social Media Management  
 Public Relations

Guest Scheduling/Time Management  
 Manage Talent and Production Crew  
 Compassionate Leadership  
 Event Planner  
 Media Production  
 Marketing/Promotions

### Education

**Doctorate of Strategic Communication** Anticipated 2023  
 Regent University, Virginia Beach, VA  
**Concentration:** Strategic Communication  
**GPA:** 3.66  
**Relevant Courses:** Critical Approaches/Strategic Communication, Crisis Communications & Organizational Image, Social Media & Internet Marketing

**Master of Arts in Communication Arts,** 2009  
 New York Institute of Technology, Manhattan, NY  
**Concentration:** Communication & Video Production  
**GPA:** 3.44  
**Relevant Courses:** Moving Images Production Workshop, Media Research, Video Editing, Media & Culture

**Bachelor of Science in Film, Theatre and Video,** 2007  
 Villa Julie College, Stevenson, MD  
**Concentration:** Video & Film  
**GPA:** 3.05  
**Relevant Courses:** Advanced Scriptwriting, Sponsored Video, Introduction to Film, Documentary Theory, Video Production, Linear Editing, Photography, Lighting for the Camera, Computer Graphics, Advanced Photography and Film

**Associates in TV Production & Multimedia Design,**

2006

Howard Community College, Columbia, MD

**Concentration:** TV & Video Production

**GPA:** 3.5

**Relevant Courses:** Intro. to Video, Intro. to Digital Media, Intro. to Video 2, Graphic Design, Writing for TV and Radio, Television Production 1, Digital Video, Sound & Lighting for TV, Television Production 2, Intro. to Broadcasting, Intermediate Photography

**Relevant Experience**

**Communications and Events Mgr.,** Columbia Assoc., Columbia, MD    October 2019 to July 2020

- Coordinate large events for Howard County/Columbia Community
- Partnered with Howard County Veterans for Veterans Day Celebration
- Promote programs and services for departments within the organization
- Communications Liaison to all departments for their communication needs
- Create Communication Plans for various departments
- Pitched stories to the media
- Worked with a Communications Team on all aspects of Communications for the organization
- Worked with Graphic Artist to design flyers, infographics and text screens.
- Manage "On Hold" phone messages
- Work with CA Board of Directors meetings to Live Stream board meetings
- Create, Host, Produce and Write Scripts for Columbia Matters Radio
- Partner with organizations in Howard County/Columbia for special events
- Manage Social Media
- Marketing/Promotions

**Video Production Mgr.,** Columbia Assoc., Columbia, MD

Feb. 2007 to October 2019

- Producing Columbia Matters TV and radio show
- Created a seven segment, 30-minute, magazine format award winning local TV show
- Write scripts, schedule guest, film and edit show
- Research topics for accuracy
- Producing all videos for company, HR and training
- Designed Columbia Matters TV studio
- Record CA Board of Director Meetings
- Worked with vendor and managed project to install Audio and Video in Boardroom
- Maintained all studio equipment
- Manage Talent and Production Crew
- Worked with a Communications Team on all aspects of Communications for the organization
- Worked with Graphic Artist to design flyers, infographics and text screens.

- Manage Social Media
- Public Relations
- Assigned to various departments to create Communication Plans
- Partnered with Howard County Veterans for Veterans Day Celebration
- Worked with children in Summer Camp to teach them TV Production
- Partnered with Lord & Taylor to provide clothing for Columbia Matters TV Host
- Leadership Essentials Howard County Graduate June 2016

**Committees/Awards/Volunteer**

- Appointed by Howard County Executive and HC Board to the Howard County Cable Administration
- 15 Telly Awards for Information and Entertainment
- Women's Giving Circle, "Journey Delegate" award recipient
- Howard County Veterans Day Celebration/Parade Committee
- Claudia Mayer Cancer Resource Center Volunteer