



Eileen Donoghue
City Manager

January 2, 2020

Members of the City Council

RE: Lowell Telecommunications Corporation; Appointments Thereto

Dear Members of the City Council:

Pursuant to the by-laws of Lowell Telecommunications, twenty percent (20%) of the Membership of the Board of Directors shall be appointed by the City Manager and twenty percent (20%) of the Membership of the Board of Directors shall be appointed by the City Council. It is with pleasure that the following shall be appointed to the Board for a three (3) year term:

City Council Appointments:
Charlie Smith
Chanvathana Te
Vesna Noun

City Manager Appointments:
Eric Sack
Jess Donaldson

Confirmation by the City Council is not required for these appointments.

I would be happy to answer any inquiries you may have concerning these appointments. I have attached their cover letters and or resumés for your review.

Very truly yours,

Eileen M. Donoghue
City Manager

Charlie Smith

267 Littleton Rd #2108
Chelmsford, MASS. 01824

MEDIA

- Media Producer for ActonTV; filming, editing and producing segments for Talk of The Town. Proficient in Final Cut and Adobe Premier; Head of Social Media
- Municipal Producer for Lowell Telecommunications Corporation; directing live recordings of City Council meetings, School Committee meetings and editing media for the City of Lowell
- Chelmsford Telemedia: Camera operator at town meetings; editing with Final Cut Pro, creating original content for satirical news program
- Media producer for the Chelmsford Center for the Arts (CCA); Creating original content for the CCA, including music performances, comedy shows and other live performances
- Creator, Director, Writer, Host and Editor for the Nationally Award Winning Public Access Program, "Who's Pulling The Strings?"

WRITING

- Wrote & directed "Stockholm Syndrome", performed at New Hampshire Theatre Festival; which was awarded best writing and best set design; "Stockholm Syndrome" was also performed off Broadway in the Mother Moon festival in New York for International Women's Day in 2019
- Freelance writer for "Hometown Weekly" Newspaper in Walpole, MA

PUBLIC SPEAKING/ANNOUNCING

- Public speaking / voiceover experience
- Announcer, Editor and Producer of Public Service Announcements and Radio Segments aired on the morning show, "Sunrise" on 91.5 WUML, Lowell, MA
- Moderator for Solidarity Lowell's Candidate Forum for the 2019 City Council Elections

AWARDS

- Hometown Media Award for Voter Education - 2019
- Massachusetts Creator Award for Innovation - 2018
- Best Director for "Stockholm Syndrome" New Hampshire Theatre Festival - 2016

CLERICAL/FRONT DESK

- Operation of a multi-line telephone system, directing all incoming calls to appropriate personnel
- Greeting clients and maintaining a professional, yet friendly and comfortable environment
- Proficient with Microsoft Office Suite

POSITIONS/EMPLOYERS

ActonTV, Acton, MA - Media Producer - July 2019-Present

Lowell Telecommunications, Lowell, MA - Municipal Producer - March 2019-September 2019

Chelmsford Telemedia/Center for the Arts, Chelmsford, MA - Media Producer July 2018-Present

Legends MMA/10th Planet Jiu-Jitsu - Los Angeles, CA - Front Desk - April 2011-May 2012

Aeropostale, Springfield, MA - Assistant Manager - October 2009-December 2010

Sullivan Homes, Tewksbury, MA - Receptionist - November 2007-September 2009

WUML 91.5, Lowell, MA - Producer/Editor/Announcer July 2005-November 2007

CURRICULUM VITAE

CHANVATHANA, TE
52 Blodgett St. Lowell, MA 01851
[REDACTED]
[REDACTED]



❖ PERSONAL DETAILS

A versatile and professional Political Science and International Relations graduate with wide ranging experience in a variety of Politics and diplomacy related areas including the 21st globalization, terrorism, down-to-earth tact and diplomacy, the Chinese acculturation in the Western world, and Asian political cultures. Seeking to combine academic achievements and entry-level position in the field of Political Science and International Relations with interests in advocacy and veteran affairs.

❖ PROFESSIONAL PROFILE

Trilingual Political Science and International Relations graduate student leader with extraordinary international and analytical skills. Public Policy researcher and advocate with experience in policy formulation, implementation, and development. Proven skills in policy analysis, leadership development, diplomatic studies in the Asian context.

❖ QUALIFICATIONS

- Honors Political Science and International Relations graduate with a record of academic and extracurricular success
- Extensive leadership experience, particularly within a higher education setting
- Adept at working across university departments, with faculty, administrators, and students on campuses
- Well-acquainted with International culture and public educational institution and its environments.
- Solid ability to research, compile reliable and accessible information, and analyze information
- Strong written and verbal communication skills
- Able to work well independently or in a group setting

❖ EDUCATION

- **MASTER OF PUBLIC ADMINISTRATION (MPA)**
The University of Massachusetts Boston
Expert Master's Degree, Honor Degree Structure Program
Degree Status: Attending

2019-2021

- BACHELOR OF ARTS IN INTERNATIONAL RELATIONS (BA)**
 Pannasastra University of Cambodia, South Campus, Phnom Penh 2015-2018
 Professional Bachelor's Degree, Honor Degree Structure Program
 Awarded the Faculty of Social Sciences and International Relations
 Degree Status: Completed with GPA: 3.83 / 4.0

- UNDERGRADUATE CERTIFICATION IN SOCIOLOGY AND POLITICAL SCIENCE**
 Bridgewater State University, Hart Hall, Bridgewater, MA, U.S.A 2017-2018
 Non-Degree Program, International Student enrolled in dual majors
 Awarded the Partial Scholarships, bestowed by the American university
 Degree Status: Completed with GPA: 3.62 / 4.0

RELEVANT COURSEWORKS IN ACADEMIA:

American Government, Modern Political Thought, Asian Constitutional Laws, Methods of Public Policy Analysis, Principle of International Laws, Politics and Economics of today's Globalization, American and Chinese contemporary relations, Political Ideologies, Social Theories, and Sociology of Organization.

❖ WORK EXPERIENCE, TEACHING AND ADVISING

Teaching Assistant of Politics and International Relations

Faculty of Social Sciences and International Relations

Pannasastra University of Cambodia

- Facilitator for several sections of Political Sciences and International Relations units
- Planned and taught Research Methods in Social Sciences and writing intensive course
- Prepared lectures and class activities focusing on the analysis of determinate and indeterminate structures for 20-30 freshman and sophomore level undergraduates
- Created and graded assessments to ensure students understood material and stayed on track.

Coordinator Group Leader and Administrative Assistant

Department of Academic Affairs

Pannasastra University of Cambodia

- Planned and led required training sessions for teaching assistants
- Led group discussions for first year students on academic topics
- Organized and led group discussions on social and academic issues
- Perform towards the roles and responsibilities that were expected of

Research Assistant

Faculty of Social Sciences and International Relations

Pannasastra University of Cambodia

- Assistant to Emeritus Professor. *Dr. Fil Blando Tabayoyong, Jr.*, conducting primary and secondary source research
- Organized for the 'New Directions in the study of Sociological Literature: An Interdisciplinary'

- Examined the literature of an academic sketch book: ‘Down to Earth Diplomacy: Tact and Diplomacy’ authored by the incumbent Cambodian Ambassador to Indonesia

Undergraduate Mentor, Summer Research Opportunities Program

Faculty of Social Sciences and International Relations

Pannasastra University of Cambodia

- Mentored several undergraduate students in data collection and analysis to visualize the properties of various geotechnical materials
- Guided the students in preparation and presentation of research findings
- Integrated multimedia approaches and used instructional technology to enhance pedagogical methodologies
- Explained challenging concepts, assignments and targeted discussions

❖ **HONORS, AWARDS AND GRANTS**

- **Monash Community Leaders Scholarship**
Bestowed by the School of Social Sciences
Department of Politics and International Relations
Country awarded: Australia
Year awarded: October 2018
- **Alpha Kappa Delta, International Sociology Honor Society**
Bestowed by Bridgewater State University
Department of Sociology
Country awarded: United States of America
Year awarded: May 2018
- **Dean’s Lists**
Bestowed by College of Humanities and Social Sciences
Bridgewater State University
Country awarded: United States of America
Year awarded: December 2017 and June 2018
- **Bridgewater State University Partial Scholarship**
Bestowed by the Academic Board of Trustees
Bridgewater State University
Country awarded: United States of America
Year awarded: 2017
- **Letter of Appreciation in recognition of outstanding acknowledgement of unselfish sharing of expertise as Acting Head of Research Department**
Bestowed by League of International Relations Affairs
Faculty of Social Sciences and International Relations
Pannasastra University of Cambodia
Country awarded: Cambodia
Year awarded: April 2018
- **Certificate of Participation in the Young ASEAN Leader Policy Initiative 2017**
Bestowed by the faculty of Political Science
Chulalongkorn University

Country awarded: Thailand
Year awarded: February 2017

❖ RESEARCH EXPERIENCE

Undergraduate and Graduate Researcher
Faculty of Social Sciences and International Relations

- Conducted secondary source research at numerous archives, examining publication history through multiple sources
- Examined the literature of distinguished social sciences theorists and sociologists, exploring their publication records, construction of literary identity, and relationship with modernism
- Currently working on empirical research 'contemporary globalization in conjunction with the Cambodian economy: A look at economic approach'

❖ CONFERENCE PRESENTATIONS

- 'Sustainable Development in Southeast Asia' The University of Indonesia Seminar, speaker and student representative. Jakarta, Indonesia, 2016.
- 'Core principles of Good Governance' Faculty of Political Science Seminar, speaker and student representative. Bangkok, Thailand, 2017.
- 'Organizational Structure in Southeast Asian Nations' Research Methods Seminar, speaker and student representative. Bridgewater, Massachusetts, U.S. 2018.

❖ CAMPUS INVOLVEMENT

- Student Organization 'League of International Relations Affairs' affiliated to the Faculty of Social Sciences and International Relations, Pannasastra University of Cambodia. Country and Year attended: Cambodia from 2017-2018
- International Students and Scholars Services (ISSS), affiliated to Bridgewater State University. Country and Year attended: United States of America from 2017-2018

❖ REFERENCES

- **Emeritus Prof. Dr. KIM, MacInnis**
Chairperson of Sociology Department
Bridgewater State University
kmacinnis@bridgew.edu
- **Emeritus Prof. Dr. FIL, B. Tabayoyong, Jr.**
Professor and Psychologist
Pannasastra University of Cambodia
docfil1952@gmail.com or (011) 659 515
- **Assistant Professor RITHY Hel**
Professor and Researcher
Pannasastra University of Cambodia
helrithy@puc.edu.kh or (017) 962 596

Do, Nancy

From: Eric Sack [REDACTED]
Sent: Tuesday, November 12, 2019 9:26 AM
To: Jobs, Online
Subject: You have a response to your job posting on www.lowellma.gov: LTC Board of Directors (2741)
Attachments: ES resume 2018.pdf; ES Job application.pdf

To Whom it may Concern,

Please accept my application to serve a City Manager appointee to the Lowell Telecommunications Corporation's Board of Directors.

I joined LTC in 1997 and have remained a voting member, in good standing, since then. I continue to produce programming there. I was also a member of the staff from 2006 - 2015. During that time, I led the effort to upgrade both the equipment and facilities to increase quality and operate more efficiently by transitioning the the media workflow from tape-based to file based. The experience I gained at LTC gave me more insight into more than the technologies involved in "Building Community through Technology" (the LTC motto). I also learned how to serve organizations on a higher, more strategic level. While I was on staff, I joined the board of the Southeast Asian Water Festival, the second largest festival which takes place in Lowell, as well as help found Lowell Makes, a 501c3 organization which focuses on education in the industrial arts.

I believe my experience makes me qualified to hold this post. I believe my enthusiasm for both Lowell and LTC will help both entities work together to better fulfill LTC's mission.

I thank you for your consideration,
Eric

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"Know the rules well, so you can break them effectively."
Dalai Lama XI

Eric Sack

200 Market Street #517 Lowell MA 01852

Objective:

Seasoned broadcast engineer and production professional looking to leverage existing skillset to find new opportunities and expand into facility design.

Professional

Achievements:

Producer

- Producer for the TV coverage of the Lowell Southeast Asian Water Festival, the largest such event in North America, for 10 years.
- Managed ENG (roving reporter) teams during Lowell Folk Festival, expanding the depth of coverage amid this fast paced, two days of live coverage.
- Producer and host for "Lowell Train", an hour-long monthly music and interview show featuring bands from the greater Boston since Jan. 2014.

Broadcast Engineer

- Upgraded and optimized equipment and workflows to transition from tape-based to IT media workflow for community media center with 60k subscribers
- Drew up, and managed equipment budgets of \$300k to meet organizational goals, serving a user base of 100+.
- Signal flow expert.
- Innovated, improvised and improved systems as needed with precise ability to troubleshoot.

Network Administrator

- Overhauled existing network to make it more efficient for future upgrades.
- Designed a new network architecture to unify data storage, focused on speed, accessibility, stability and security for 100+ users.
- Initiated processes and procedures to ensure long lifespan of system.

Facilities Manager

- Normalized database to better control broadcast equipment usage.
- Designed trouble ticket system to ensure timely repair of gear.
- Developed positive vendor relationships to control costs.

Client Service Advocate

- Excellent interpersonal skills ensure customer always feels comfortable
- Excellent verbal and written communication skills

Skills:

- Camera Operator – Studio and field. Sony, Panasonic, JVC
- Projectionist – from Pico to Large format. Epson, Sanyo, Christie
- Workstation and Network Operating Systems - Mac, Windows, Ubuntu Linux
- Video Editing Software; FCPX, Adobe Premiere
- Image editing - Adobe Photoshop
- Video Director – Ross, Sony, TriCaster, Ediol, Broadcast Pix, Panasonic, Barco
- Audio Mixer – EV, Yamaha, Mackie
- Office Productivity Software – MS Word, Excel, Power Point, Access and open source equivalents
- Facilities A/V – Crestron, BiAmp Canvas, Extron

Work History:

Operational Services Manager	Methuen Community TV	2017 - 2018
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Eric Sack

200 Market Street #517 Lowell MA 01852

Senior Technician	Immediate Connections, Somerville, MA	2015 - present
Director of Technologistsitics	Lowell Telecommunications Corp, Lowell, MA	2011 - 2015
Equipment and Facilities Manager	Lowell Telecommunications Corp, Lowell, MA	2006 - 2011
Service Manager	Fitness Technologies, Salem NH	2004 - 2006

Education:	Comprehensive Study of Final Cut Pro X	Future Media Concepts, Cambridge MA	2015
	Sandbox Leadership Institute	Lawrence/ Lowell, MA	2012
	Studio Lighting and Grip	Maine Media Workshops, Rockport Maine	2009
	Management of Information Systems	UMass Lowell, Lowell MA	1997

Clients:	Freeman Associates Corporate A/V Services Production Associates	PSAV United Teen Equality Center Oppenheimer Funds	Multi Image Group Catalyst Restaurant Morgan Stanley
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Venues:	Boston College Harvard Law School Middlesex Community College Sheraton Boston	Boston Convention and Expo Center Hynes Convention Center Northeastern University UMass Lowell Westin Boston Waterfront	Copley Place Intercontinental Boston Seaport Hotel and World Trade Center University of New Hampshire
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Available upon request

References:

Eric Sack
massmediaman@gmail.com

Do, Nancy

From: Jessica Donaldson [REDACTED]
Sent: Tuesday, November 19, 2019 8:45 AM
To: Jobs, Online
Subject: LTC Board position
Attachments: LTC board resume.pdf

Hi There,

This is a letter of interest to demonstrate that I am a good candidate for a board position at LTC. Thanks for talking the time to read this, and to consider my resume (attached).

I am interested to join LTC's board because I am passionate about TV and community media. I have experience working with community media, as well as working with LTC in particular on fundraising as well as doing day to day production volunteering. I understand the needs of access TV, having worked for several stations and participated in Mass Access events as well as ACM conferences, and OpenVideo Conference. My experience includes directing more sports games and government meetings than I can count. I have live experience which includes performing the Engineer on Duty role for many critical shoots (including live town meetings and even a multi-day live auction) while working in access.

I have also worked on the industry side for nearly 10 years, supporting workflows for top customers including NFL Films, National Institute of Health, AFL-CIO, Harvard University, and MIT to name just a few. I have spec'd, designed and built more than 20 remote controlled studios, working the projects from site survey to completion. In my current role, I am at Editshare, supporting critical post production workflows for many access TV customers, as well as national names such as Proper TV, Pilot NYC, NASCAR, and Tastemade.

I hope that some of my extensive video tech background in particular can come in handy for LTC. I suspect I may be able to offer an informed set of eyes and hands when we need to make decisions about spending. I have knowledge of IT specifically as it relates to production and post production environments. I understand codecs and I have experience troubleshooting across all computer platforms. I can work on the command line to draw diagnostic information from any machine. I am good with cameras and I understand what makes a camera useful for the average access user. I have worked as a QA tester on vision switchers, and I have a good understanding of how video routers work. I have built live test environments to simulate workflows. I also have cloud experience, and direct experience with remote editing workflows and proxy management.

On top of all this, I have a strong bias toward using access TV. I see its purpose as strengthening bonds across diverse communities. I believe that participatory media is integral to building strong community ties which ultimately makes for a safer, more interesting, and engaging city.

I hope you will consider me for this position. I have sat on this board on the past (I was Jess Schumann, before) and I would be delighted to rejoin as I feel this work is never done.

Best Regards,
Jess Donaldson
22 Ruth Street
Lowell, MA 02472
[REDACTED]

+++ Jess Donaldson+++
22 Ruth Street
Lowell, MA 01851

+ Professional EXPERIENCE

EditShare, Watertown MA

Support Specialist May 2015- August 2019

Senior Support Specialist, August 2019 to Current

Assist admin-level clients to tell stories in video by creating high quality customer experiences through world class troubleshooting to find root causes of support issues (note: LTC is a customer. I am happy to recuse myself around issues related to the relationship)

- Track and troubleshoot technical issues relating to hardware and/or software- on all platforms (Mandriva, Ubuntu, OSX, Windows), in post production and Live TV environments
- Handle network issues (1GB, 10G, 40GB on Switches: Arista, HP Procurve, Netgear) and across all platforms and network devices on workstations.
- File trouble tickets and bug reports, as needed (vTiger, Redmine, Zendesk)
- Train and onboard all new members of our Support staff
- Provide continued and ongoing daily support assistance to internal staff
- Create detailed wiki entries covering all aspects of the job, and overhaul existing internal documentation to simplify training and facilitate more efficient ticket response times through more transparent internal access to useful data.
- Occasional visits to customer sites for escalated troubleshooting or installation work (including international travel).
- Annual NAB trade-show set-up including hardware integrations, SDI ingest and playback signal chaining, installing workstations with correct software, configuring 8-10 demos including setting up for new feature demos, and maintaining tech during show hours.

Videolink, Newton MA

Utility, Engineering Tech, Oct 2013- January 2014

Installation and Maintenance Engineer January 2014-May 2015

- Spec'd, designed, Installed, and maintained integrated IP-controlled remote robotic camera systems for remote control and transmission to major cable news networks (MSNBC, CNN, FOX, etc)
- Maintained tracking and shared resources for the department (including updated CAD diagram for all installed systems).
- Trained new members of the team in systems protocols, and managed on-site installations
- Maintained a paper trail of all projects, with a fine-tuned level of tracking for all elements of projects
- Worked on remote productions and assisted Engineering, as needed (cable making, organizational tasks, testing on site at various locations).

MIT, Cambridge MA

Videographer (Fall 2013)

- Freelance Live production support and video equipment operation
- Installed/and broke down live video and A/V rigs, Operated Sony Visca controlled Cameras with AnyCast switchers and BluRay capture devices
- Explored and discussed spec for optimized video signal flow related to purchasing decisions (not officially part of the job, but they knew I had this skill).

Blackmagic Design, inc.

SQA/Sales and Support Specialist, March 2011-August 2013

- Tested software builds and reported bugs
- Trouble-shot desktop and IT support issues in the lab
- Connected customers with equipment that fit their workflow and budget
- Aided in building trade show installations, domestic and internationally

Easton Community TV

Programming Director, June 2010- March 2011 (Jason Daniels)

- Launched and supported all aspects of a monthly news magazine show
- Supported live studio shows, sports, graduations, and a day-long live telethon
- Created media training programs, including a collaborative youth program
- Supported many community programs, providing training and production support

Boston Neighborhood Network

Programming Manager, September 2009- June 2010 (Dan Moore)

- Facilitated TV and media distribution in the community, maintained cablecast
- Produced high-production TV spots for shows in a streamlined format

WCAC-TV, Wellesley

Programming Manager, September 2006- June 2009 (James Joyce)

- Directed and supported all aspects of a weekly local live news show
- Single-handedly produced a live-format multi-camera robotic field-based talk show.

+ Freelance and Volunteer EXPERIENCE

XFEST, UK

Fall, 2017 - Produced video of complete sets of sound artists, performing over 3 days on site in UK

NASCAR

2015-2016- Occasional freelance Local Utility
-SPSG training for on-site safety was required

LTC, Lowell MA

2008- 2013 - Production and Education volunteer
2013- Board of Directors
2013 Spirit Award

Mill City Skill Share

2011- Graphic Design and Wordpress volunteer

SCAT, Somerville, MA

2005, Teacher -Somerville Access Youth (SAYMedia!): Video production class for highschool

students

MATV, Malden

2005 - Taught various classes, including video production for ELL learners

+ EDUCATION

Emerson College

Bachelor of Arts/ Television and Video, 2004

-Video Equipment Lab Technician, Emerson College 2003-2004

+ Skills

Anycast, Tricaster, Broadcast Pix, ATEM Switchers, Studio and Field Lighting, News Segment Production, Teaching, Sales, Scan Converters, Matrix Routers, Clearcom Video Conferencing Systems, Studio Video Camera, Color Correction and Live Image Quality, Sony Robotic Camera Systems, Fiber Systems and Video Routing, Soldering and Cable Termination (serial, XLR, SDI, Power, etc), Integrated Systems Design and Installation, Premiere Pro, Photoshop, Capture and Playback Servers, Archiving and Metadata, Ubuntu Linux, Mac, and Windows 7,8,10 operating systems, Virtual machines, Networking

+ Hobbies

Cycling and Bicycle Repair, Photography, Kayaking, Travel, Art