

Resume Of

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OCCUPATIONAL  
OBJECTIVE

To affiliate with an organization that offers challenge and growth potential in managerial and technical skills in the fields of electronics and communications systems.

EXPERIENCE

HIGHLIGHT:

1/87  
to  
Present

City of Columbus, Ohio  
220 Greenlawn Avenue  
Columbus, Ohio 43223

Communications Division Assistant Administrator: Responsible for assisting in administrating and directing the activities of the Communications Division; perform related duties as required (i.e., develop, implementation, and enforcement of Division operational procedures, projects, and schedules; develop, administration and control budgets and budget reports; administration of all personnel functions (i.e., forecast of manpower requirements, hiring, promoting and performance evaluation, arranging of vacations schedules, investigate grievances, and complaints, arrange major work projects.

Preparation of technical specifications and parameters for equipment and communications systems for all City Divisions.

Added responsibilities include: establish rules and regulations governing the efficient operation and safety of work activities in the division; ensure that the work in progress and completed work conform to Federal, State, and Local standards, codes, laws, and regulations; ensure that any emergency work or demands which affect the City Public Safety communication systems receive prompt attention; ensure that the maintenance of required records for the Federal Communications Commission, L.E.A.A., State and Local regulations are current and accurate; Act and assume full responsibility for the Communications Division in the absense of Administrator.

EXPERIENCE

HIGHLIGHTS:

9/85

to

9/86

Pioneer Communications of America  
2200 Dividend Drive  
Columbus, Ohio 43228

SYSTEMS ENGINEER: Responsible for the guiding of new product development for CATV equipment, while working closely with customers in defining product needs. Coordinate product development with design and manufacturing groups.

Perform analysis and testing on new products, as well as competitive products.

Visit cable systems facilities and perform various field testing on prototype and early production model TV converters and accessories.

Collect technical information from these tests for further improvements to the product before final manufacturing.

Perform lab testing on various CATV equipment (i.e., addressable converters, scrambling encoders, BTSC stereo, off premise addressable system, modulators, etc.)

Write technical specifications for CATV equipment (i.e., encoders, addressable converters, plain converters, off premise equipment.)

Write operation manuals for customers use as well as technical bulletins on new changes, updates, etc. to CATV equipment.

Added responsibilities included: Recommendations on equipment purchases, needed for testing, etc. (i.e., modulators, BTSC encoders, TV receivers, character generators, test equipment.)

In charge of conducting several training seminars (i.e., "Television Signals", "Converter Specifications", "Off Premise", "BTSC Stereo Standards & Cable TV".)

Other responsibilities included attending the NCTA Convention to assist in the setup of the technical equipment in the display booth as well as assisting in the demonstration of the equipment to the customer.

While at the NCTA attend technical seminars to obtain information in the field of CATV. Prepare report on the tech-information received from the seminars.

EXPERIENCE

HIGHLIGHTS:

9/84

to

9/85

Self Employed:

8893 Chevington Chase NW  
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Consulting: Technical consulting in the field of electronic communications equipment and design (i.e., studio facilities, cable TV, color cameras, CCTV, projection television systems (Data & Video), microwave, audio, video editing equipment, etc.

Confer with various (i.e., Broadcasters, Cable TV, Hospitals, Manufactures, Business, Educational Institutions, General Contractors, Architects, etc.) to discuss their needs for electronic equipment and design, which would be most cost effective and beneficial to their needs.

Confer with Dept. Supervisors, Engineering Dept, Training Directors, Security directors, Managers, Owners, etc., in the recommendations of electronic equipment, and design a system that would be most beneficial to their needs and budgets.

Prepare and submit a written quotation on equipment type (i.e., RCA, Panasonic, Dynair, JVC, Sharp, Scientific Atlanta, Jerrold, General Electric, Blonder Tongue, Hitachi, Vicon, Catel, Sony, etc.) prepare cost figures, installation, engineering, warranty specifications, and attach a complete detailed scope of work to be performed on the project.

Prepare the detailed engineering and diagrams for the installation of the equipment. Attend the final "on site testing" of the system. Supervise checkout procedures and training on the equipment.

EXPERIENCE

HIGHLIGHTS:

4/80

to

9/84

Kavco Incorporated  
4131 Westward Avenue  
Columbus, Ohio 43228

Regional Sales Manager, Columbus Office. In charge of five person office, as well as representing some 550 electronic firms, (i.e., Sony, JVC, Panasonic, RCA, Sharp, Hitachi), in the selling of their electronic equipment, (i.e., color cameras, video tape recorders, studio equipment, monitors, audio equipment, editors, etc.)

Included were preparing cost estimates and quotations for the audio and visual equipment, analysing labor and engineering cost, training personnel on how to operate the equipment.

Other duties included meeting and consulting with (i.e., hospitals, companies, manufactures, business, educational institutions, broadcasters, production company, general contractors, architects.)

Confer with Dept. supervisors, training dept., professors, managers, owners, engineering dept., security directors, in assisting in the recommendation and specifications of various electronic equipment which would be most beneficial to their needs as well as their budget.

Prepare and submit a written quotation on types and cost of recommended electronic equipment, installatin, engineering, warranty, and attach a scope of the detailed work to be performed. Assist in the supervision of the engineering and construction of project. After completion of project attend the final "on site" tests, supervise checkout procedures and training on the equipment.

EXPERIENCE  
HIGHLIGHTS:

10/77  
to  
4/80

A/V Media Inc.  
6601 Huntley Road  
Columbus, Ohio 43229

Systems Sales Consultant/Project Engineer. Prepare cost estimates and quotations on audio and visual equipment, labor, installation and engineering time.

Consult with companies planning audio and visual equipment installations. Visit company facilities and confer with proper authorities regarding their needs. Specify and recommend various equipment. Take notes on power available and installation difficulties, if any. Upon client's approval of recommendations, prepare and submit a written quotation on cost of equipment, installation and engineering, warranty specifications and scope of work needed to complete project. Assist in supervision of engineering and construction of work. After completion of project, attend the final "on site" tests, supervise checkout procedures and secure a signed completion certificate from client or company.

EXPERIENCE  
HIGHLIGHTS  
7/68 to  
10/77

Primary Communications, Inc.  
(Adtel Ltd)  
208 Broad Street, Charleston, W. Va. 25330  
Division of Booz, Allen & Hamilton, Inc.  
Chicago, Illinois

This is a market research company specializing in the utilization of dual-cable CATV systems to conduct studies in all facets of advertising. Clients included corporate television advertisers of packaged goods in the United States. (i.e., Procter & Gamble Co. General Foods Corp.)

System Manger/Chief Engineer. Duties included supervision of all phases: a) hiring and training of office and technical personnel; b) development of techniques for cooperative implementation of operational procedures with personnel from local television broadcasters, cable television and national advertising agencies; c) liaison with local television broadcasters, CATV systems and national advertisers; d) writing critical requirements for client brochure, (i.e., materials needed, technical requirements, film and video tape specifications.)

Added responsibilities included the development of additional market research facilities in the midwest and western U.S. Also included: a) conducted study to determine the technical feasibility of implementing reserach projects on large television cable systems; b) based upon the results of feasibility study, designed a market research facility utilizing cable television; c) formulated cost estimates for operational and technical requirements, (i.e., building construction, system installation, personnel requirements) as well as all assoqiated equipment, (i.e., video tape machines, audio recorders, modulators and processors) to be interfaced with cable television company equipment; d) supervised the purchasing, on site construction and installation of system; e) trained system managers.

Further responsibilities have included attending the "National Association of Broadcasters" and "National Cable Television Association" annual convention. Reporting on: a) new electronic equipment which may be instrumental in the present or future facilities; b) seminars and workshops, which may be beneficial to the company, (i.e., future of cable TV, pay television, national Broadcasters.)

EXPERIENCE North American Rockwell International  
HIGHLIGHT: Columbus, Ohio  
1967 Simulation Laboratory  
to  
1968

This firm conducts missile and aircraft research and engineering projects by utilization of simulation laboratory.

Associate Engineer. Responsibilities included: a) organization of a technical equipment department within the simulation laboratory; b) stocking of parts for technical equipment, (i.e., video tape machines, television cameras, color monitors); c) recording and playback of all video tape projects. Additional duties included: training personnel to calibrate equipment, development of a file system for calibration, purchasing and maintenance records for associated equipment.

EXPERIENCE Ohio State Telecommunications  
HIGHLIGHT: Center For Tomorrow  
1964 Columbus, Ohio  
to  
1967

Serves as an educational and closed circuit television facility for the general public and The Ohio State University.

Video Tape Engineer. Responsible for all video tape recording and playback of programs; a) to general public on UHF Channel 34; b) Board of Education public school system; c) 8 Closed Circuit Channels to the university campus, (i.e., math, biology, phys. Ed. courses.) Additional responsibilities included: a) airing correct programs on time; b) training additional personnel; c) maintenance on technical equipment (i.e., quad and helical scan video tape recorders, monitors and associated equipment, such as audio and test equipment. Further duties included; conducting life span test on video tape for the "Memorex Corporation"; operating closed circuit studio equipment, (i.e., television cameras, audio and video consoles and modulators.

EXPERIENCE Western Electric Company  
HIGHLIGHT: Columbus, Ohio  
1962 E.S.S. Division  
to  
1963

This firm operates as a manufacture of telephone and communication systems for the Bell System (AT&T).

Laboratory Assistant. Associated in the early development stages of the electronic switching systems (E.S.S. Dept.). Responsible for the chemical cleaning of the magna-cards; which is one phase of the development of an error free magnetic card.

EDUCATION

Degree in Electrical Engineering, DeVry Technical Institute of Technology, Chicago, Illinois, May 1964. Curriculum concerned primarily with: basic electronics, radio and television, instrumentation and controls and communications.

Additional courses included: Federal Communications System rules and regulations, radiotelephone license. Upon completion received radiotelephone first class F.C.C. license. Graduated in top 15% of class. Education financed entirely by part-time jobs while attending school.

Further courses have included: North American Rockwell, 1967. Certificate for completion of company electronics courses in math, AC, DC, physics units, and management courses. Ampex Corp. Institute, Chicago, Illinois, 1968, achieved awards and diploma for the completion of courses on the Ampex Vr-7500, Vr-7800 video tape recorders. Included design and schematic orientation, functional understanding and maintenance.

Completed training at the Federal Emergency Management Institute 1987; on how the City of Columbus should respond to and deal with a major disaster situation.

Completed training on "Computer Learning Center", Franklin University 1988.

PROFESSIONAL  
GROUPS

Member of (APCO) Associated Public Safety Communications Officers; (NARTE) National Association of Radio Telecommunication Engineers, Inc.

PROFESSIONAL  
LICENSES

First class radiotelephone license; clearance to operate or perform critical adjustments to communication equipment requiring such license by law. (i.e., Microwave equipment, transmitters.) Received Certified Engineer License Number (E2-02988).