

Curriculum Vitae

William Hutchinson

1930 VILLAGE CTR CIR #3-1680
LAS VEGAS NV 89134-6299
702-763-5429 hutch10@aol.com

EDUCATION AND TRAINING

- **Master of Fine Arts - Screenwriting** (2006), Chapman University.
- **Master of Business Administration** (1988), Pepperdine University.
- **Bachelor of Fine Arts - Film and Television Production** (1977), California Institute of the Arts.
 - Internship: **Walt Disney Studios**, *Shaggy D.A.* and *Pete's Dragon*
 - Internship: **KABC Television**, *AM Los Angeles*
- Universität Heidelberg – Heidelberg, Germany (2020), German Language and Literature
- Volkshochschule – Karlsruhe, Germany (1973), Intensive Foreign Study Program

PROFESSIONAL EXPERIENCE

Charter College – Long Beach, 2011-2014

- Instructor of the Year (2013)
- Taught (some were blended learning modality)
 - Business Law (4 Quarter units)
 - Computing Technology Fundamentals (16 Quarter units)
 - Customer Service (12 Quarter units)
 - Human Resources – Managing People (12 Quarter units)
 - Leadership and Team Management (24 Quarter units)
 - Managing Projects (12 Quarter units)
 - Marketing with Technology (16 Quarter units)
 - Microsoft Excel (8 Quarter units)
 - Microsoft PowerPoint (4 Quarter units)
 - Microsoft Word and Excel - Advanced (20 Quarter units)
 - Microsoft Word (8 Quarter units)
 - Payroll Accounting (4 Quarter units)
 - Student Success Strategies/Critical Thinking (40.5 Semester units)
 - Written Communication (4 Quarter units)
- Assisted the corporate Education Department with Instructional Design and Development of corporate courses
- Program Advisory Committee (PAC) member working with local businesses to ensure their ideas and requirements are included in the curriculum
- Administrator for the MoodleRooms Learning Management System
- Trained instructors at multiple campuses on usage of MoodleRooms

Cengage Learning, 2013

- Textbook reviewer for Zimmerman, B., Zimmerman, S., & Pinard, K. (2014). *New perspectives on Microsoft PowerPoint 2013 – Comprehensive Edition*. United States: Cengage Learning.

Volunteer/Freelance Consultant, 1988-Present

- Writing, Editing, Web Developer/Designer, Tutoring, and Instructor to a variety of companies.

Curriculum Vitae

- Lectured at Polytechnic High School on the use of computer applications, interview techniques, the value of higher education, and other subjects to insure success following graduation from high school.

The Boeing Company, 1984-2010

- Taught a variety courses including the entire Microsoft Office suite (Access, Excel, Outlook, PowerPoint, Publisher, Project, and Word) and the Adobe Creative Suite (Photoshop, InDesign, Illustrator, Flash, and Dreamweaver) utilizing both the Windows and Macintosh platforms in person and remotely.
- Trained personnel on principles of cost, schedule, planning, forecast analysis, reporting, corporate identity, branding, diversity, ethics, train the trainer, and numerous computer application programs.
- Acting director of Finance and Flight and Lab Test programs.
- Served as an officer or board member on a variety of internal and external organizations.
- Managed Creative Services, Exhibits, Business Management, and Test & Evaluation personnel located in multiple sites and states.
- Developed and maintained multi-million dollar budgets and contracts.
- Assess skill requirements, coached, mentored, and developed direct reports to assist them in fostering and achieving their career goals.
- Mustered resources (i.e. personnel, funding, material, etc.) to achieve success for a variety of projects and programs.
- When business partners requested cost reduction scenarios, analysis of the impact was performed including its effect to the level of service and opportunities for cost improvement with minimal impact to the business partners.
- Collaborated with Project Management Office (PMO), Marketing, Business Development, Finance, Accounting, Human Resources, Legal, Procurement, and other key departments within Boeing.
- Participated in the litigation of recovering \$209 million in cost overruns when the Navy ordered modifications to the base contract design of the T-45 Goshawk trainer.
- Partook in numerous Human Resources litigation efforts.
- Administered business, operational, financial, and strategic plans including cost benefit analysis, Long Range Business Planning (LRBP), Estimates at Completion (EAC), Business Case Analysis and Modeling (BCAM), Earned Value Management (EVM), Integrated Scheduling processes, assessing risks and opportunities.
- Participated in the financial transformation and consolidation efforts in 1990, 1999, 2008, and 2009 and implementation of a variety of Financial Accounting systems, including an Enterprise Accounting System (EAS).
- Participated in Cost/Schedule Criteria System (CSCS), United States Air Force (USAF), Navy, Defense Contract Management Agency (DCMA), Department of Defense (DoD), Defense Contract Audit Agency (DCAA) audits, as well as, a variety of internal Boeing audits.
- Prepared and wrote executive summaries, briefings, training and technical manuals, test scripts, the C-17 Flight Test Monthly Progress Report, Contract Data Requirement List (CDRL), and other financial and technical documents.
- Wrote intellectual property and other entertainment legal contracts with Bob Hope Enterprises, Sid Luft Enterprises, Sony, and other entertainment companies.
- Engaged in Integrated Product Teams (IPTs) and Value Stream Mapping (VSM) teams, Capability Maturity Model Integration (CMMI), System Process Improvement Continuous Assessment Method (SPI-CAM), Single Source of Process Information (SSPI), Earned Value Management (EVM), and other standard project and process management models.

Curriculum Vitae

- Gathered business requirements from Subject Matter Experts (SME), analyzed data/workflows, turned requirements into documents the Information Technology team would use to develop their code, and interacted with the developers and design team on resolving reported bugs and various technical issues.
- Conducted User Acceptance Testing (UAT), Unit Testing, Performance Testing, Regression Testing, and other tests.
- Deliverables included concept proposal, business case, requirements document, Interface Control Document (ICD), functional requirements document, use cases, solution design document, risk/issue management plan, test scripts, user guides, training material, and other Macroscopic or P+ documents.
- Coordinated in-house video productions from concept to final release, tasks included making "B" rolls, editing, videos for Marketing and Communications (MARCOM), advertising, trade shows, exhibits, conventions, infomercials, and in-house training videos.
- Strong knowledge of Digital Asset Management Systems (DAMS), Media & Video Manipulation and Streaming Systems, Enterprise Content Management Systems (ECMS/CMS), Content Delivery Systems (CDS), and the Media & Entertainment Industry.
- Experience in Digital Rights Management (DRM) applicable to Media Applications, Watermarking, Overlay, and other access control technologies.
- Participated in the Commercial Off-The-Shelf (COTS) Digital Asset Management System (DAMS) selection process, delivery, training, and use, with all modifications and block points performed by the supplier, started in the early 2000's with an annual budget ranging between two to eight million dollars depending on its point in project life cycle.
- Certified aerial videographer and photographer.
- Experience with Media Streaming Systems, Media Encoding/Decoding techniques and technologies such as encoding variable bit rate video files etc. and utilizing image, audio, and video codec: Advanced Audio Coding (AAC), Moving Picture Experts Group (MPEG), AVC (Advanced Video Coding) H264, Joint Photographic Experts Group (JPEG), Motion Joint Photographic Experts Group (M-JPEG or MJPEG), DIVX, MP3, Windows Media Audio (WMA), Windows Media Video (WMV), and other codecs.
- Produced, directed, and edited videos and films on Avid, Premeire, Cyberlink Media Suite, Corel Video Studio, and other audio and video editing software and Grass Valley video and Moviola film editing units.

CERTIFICATIONS

- Department of Defense (DoD) aerial videographer and photographer, 1994
- Management Control System and Cost Schedule Control System (MCS-CSCS), 1985
- Cost Account Management (CAM), 1985
- AVID Non-Linear Editing, 1995

TECHNICAL SKILLS

- LANGUAGES: HTML, JavaScript, PHP, SQL, SQL P/L, JCL, CSS
- PLATFORMS: Windows, Macintosh
- DATABASES: Oracle 10, MS Access, MySQL, NOMAD, FoxPro
- TOOLS: MS Office, MS Project, Visio, Adobe Creative Suite, Toad, SharePoint, PeopleSoft reporting tools, Open Plan Professional (OPP), Crystal Reports, Maximo, Primavera
- SOFTWARE: Dreamweaver, NetObjects Fusion, EMC2 OpenText Documentum, North Plains TeleScope, Interwoven MediaBin, Extensis Portfolio, QuickTime

Curriculum Vitae

- INDUSTRY STANDARDS: Application Development & Support (AD&S), Systems Development Life Cycle (SDLC), Agile, Capability Maturity Model Integration (CMMI), Information Technology Infrastructure Library (ITIL), Digital Rights Management (DRM), Export Control, Six Sigma, Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation (DFAR), International Traffic in Arms Regulations (ITAR), Sarbanes-Oxley (SOx), International Organization for Standardization (ISO), Truth in Negotiations Act (TINA)
- VERSION CONTROLS: Visual SourceSafe (VSS)

LANGUAGES SCHOLASTICALLY TRAINED IN

- German (read, write, and speak, active 1972 – present)
- Italian (read, wrote, and spoke, active 1964 – 2001)
- Japanese (read, wrote, and spoke, active 1958 – 1984)
- Spanish (read, wrote, and spoke, active 1968 – 1993)
- Braille (levels one and two, have working knowledge of level three, active 1978-1984)

PROFESSIONAL ORGANIZATIONS

- American Film Institute