

Jeffrey B. Carroll

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SUMMARY

- Key Roles: World Series-winning Board Operator at Texas Rangers | Radio Producer at Utah Jazz | Event Coordinator at Hyatt Regency San Antonio Riverwalk
- 4+ years in sports radio and TV; 2+ years in event services
- Bachelor's in Communications from Brigham Young University
- Pursuing role in broadcast, content creation, administration, communications, team operations, or hospitality

EXPERIENCE

Event Coordinator

July 2024 - September 2025

Hyatt Regency San Antonio Riverwalk

San Antonio, TX

- Nominated twice for Employee of the Month in July and March of 2025, supported by a "team-first mindset and willingness to go above and beyond" and "strong commitment to the hotel's overall success"
- Earned 9.8/10 average on client surveys, with comments on great communication and help with last-second needs
- Managed over 50 events from planning through execution including parties, conferences, and meetings, with details such as food and beverage, venue setup, billing, audio visual, and agenda

Event Services Associate

February 2024 - August 2024

San Antonio FC (Spurs Sports and Entertainment)

San Antonio, TX

- Supervised training complex averaging 3,000 people per night to guarantee client and guest delight and safety

Sports Radio Producer and Board Operator

June 2023 - November 2023

105.3 The Fan (Audacy)

Dallas, TX

- Entrusted to lead broadcast of title-winning Game 5 of 2023 World Series for Texas Rangers
- Successfully ran World Series-winning postgame and overnight show by managing stadium and studio talent, taking field and locker room interviews, screening callers, and playing each commercial manually
- Guaranteed quality production of over 50 Texas Rangers postseason and regular season games by:
 - Establishing and maintaining audio integrity while overcoming technical complications
 - Recording and timing 6 pregame segments per game to exact length specific to each broadcast
 - Editing around 30 highlights per game by balancing levels, adding fades, and cutting gaps
- Scripted and voiced over 50 stories and teases to be aired by affiliate stations across Texas
- Produced over 30 weekend and weekday shows, preparing and playing sound, and enthusiastically reading scripts

Conversion Technician

March 2023 - September 2023

REV Entertainment (Texas Rangers)

Arlington, TX

- Completed successful setup and takedown of over 40 events by setting and striking tables, chairs, pipe and drape

Sports Radio Producer

June 2021 - October 2022

The KSL Sports Zone (Bonneville)

Salt Lake City, UT

- As sole producer, led broadcast of over 85 Utah Jazz playoff and regular season games by:
 - Executing packages and clips in fast-paced, deadline driven environment
 - Creating sound bites and hype intros ahead of broadcast to reflect anticipated storylines
 - Adapting to changing broadcast needs and overcoming technical issues
 - Supervising production assistants and providing feedback on their work
 - Multitasking editing, listening for key game moments, and playing production as called for
- Produced college football pregame and postgame, Minor League Baseball games, and the weekend studio show
- Gathered and edited audio from Utah Utes Football press conferences and practices

Sports Production Specialist

June 2018 - April 2020

BYUtv Sports

Provo, UT

- Developed on-air and social media content for 3-5 nationally broadcasted live shows per week
- Arranged plays and angles for 10-15 video highlights or designed 8-12 full screen graphics per show

EDUCATION

Brigham Young University

Bachelor of Arts in Communications (News Media)

September 2014 - April 2020

Provo, UT

SKILLS

- Adobe Premiere Pro and Audition
- ENPS, Wide Orbit, Zetta
- Microsoft Outlook, Excel, Teams, and Word
- Canva, Envision, Opera, and Social Tables

PERSONAL

- Co-hosted and produced The Soccer Fanatics, a podcast on Major League Soccer and the English Premier League
- Eagle Scout - Boy Scouts of America