

# HENRY MANITIUS





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## Brief

Driven to contribute & excel in work. Life has taught the importance of staying calm & collected, even during challenging circumstances. With the rapid advancement of technology, education plays an essential role. Adept plus passionate about improving communication, productivity & teamwork. The goal is to continue to help as many people as possible.

## Experience

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|  <b>Capital Primary Medicine &amp; Nutrition Center</b><br>Administrative Associate<br>Private Medical Practice                                  | Raleigh, North Carolina<br>2014 - 2026 |
| <ul style="list-style-type: none"><li>• Implementing a new EMR system during COVID-19 &amp; assisting in training colleagues.</li><li>• ICD Coding &amp; Filing Insurance Claims</li><li>• Front Desk Responsibilities</li></ul> |  |
|  <b>PBS North Carolina</b><br>Advanced Audio Specialist<br>Public Broadcasting Service NC  | Durham, North Carolina<br>2018 - 2022  |
| <ul style="list-style-type: none"><li>• Emergency broadcasting, community outreach, public affairs, &amp; fundraising.</li></ul>   |  |
|  <b>Alleycat Blues Productions</b><br>Producer & Engineer<br>Commercial Recording Studio   | Raleigh, North Carolina<br>2014 - 2022 |
| <ul style="list-style-type: none"><li>• Managing artists, groups, as well as record label, nonprofit &amp; corporate clientele.</li></ul>  |  |
|  <b>iHeartRadio</b><br>Imaging & Branding<br>Formerly Clear Channel Communications   | Nashville, Tennessee<br>2013 - 2014    |
| <ul style="list-style-type: none"><li>• Producing national talent for multiple radio stations &amp; content for the Country Music Awards 2014.</li></ul>   |  |

## Education

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|  <b>Northeastern University</b><br>Master's of Public Administration                                       | 2022 - 2024 |
|  <b>Northeastern University</b><br>Graduate Certificate in Nonprofit Sector, Philanthropy, & Social Change | 2022 - 2024 |
|  <b>The Art Institutes</b><br>Bachelor of Arts in Audio Production   | 2012 - 2014 |

## Certifications & Accreditation

- Alpha Beta Kappa
- 4 Emmy Nominations
- Dante - Level One Certification
- Fluent in English & Polish, interpretive in Latin & Others
- Project Management Professional (PMP) Certification (in progress)
- Graduate Certificate in Nonprofit Management, Philanthropy, and Social Change
- Cardiopulmonary Resuscitation (CPR), Automated External Defibrillation (AED) & First Aid