



## **STAFF PROFILE**

**1. Name:** Melissa Conner

**2. Position:** Business Operations Manager

**3. Describe what you do at West TN PBS?**

Manage the Business Office with supporting donor relations and the financial business operations of the station.

Assist the General Manager and CEO with finance and administrative duties including maintaining the financial portfolio, handling all banking details, assisting and approving accounts payable, budget preparation, implementing and maintaining business practices and procedures, and following up on action items assigned to the staff. Assist with quarterly board financial reports and the preparation of material for the Board of Directors' Meetings.

**4. How long have you been on the West TN PBS Staff?** 2 years

**5. Where is your hometown?** I was born and grew up in Fulton, KY, but I have lived in South Fulton, TN for over 26 years.

**6. What is your favorite part of working at West TN PBS?** My favorite part of working at West TN PBS is that we are a small staff that is very family oriented. We strive to help each other out, whenever it's needed. I have only worked with West TN PBS since August 2023, but I have been a part of the West TN PBS "family" for over 26 years.

**7. What is your favorite program on West TN PBS Channel 11?** I love watching all the locally produced programs on West TN PBS. I may have been born in Kentucky and have lived in Tennessee for over 27 years, but I am always learning and discovering new things when I watch the local productions. I also enjoy watching Finding Your Roots, Nova, and Frontline.