

Matthew Stephens

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- Objective** To obtain a position where there is a constant need for creativity and problem solving, as well as a source of knowledge that fosters further skill development.
- Education** UNIVERSITY OF CENTRAL FLORIDA Orlando, FL
Bachelor of Arts in Digital Media August 2005
Overall GPA 3.7/4.0
Emphasis: Internet and Interactive Systems
- Honors** Florida Merit Scholarship
Florida Bright Futures Scholarship
- Experience**
- TAD PGS / Pentecom, LLC Oviedo, FL
Independent Contractor February 2003 – April 2010
- Convert government documents from printed paper to XML coding
 - Ensure quality by proofreading all content for errors
 - Strengthen communication skills by conducting all business in an online-based environment
- RENT-A-PC / Smart Source Rentals Orlando, FL
Computer Technician February 2004 – present
- Engineer solutions to the technical needs of trade shows, conventions, and companies seeking a new way to conduct business
 - Maintain all equipment and troubleshoot any issues
 - Service any computer issues to ensure customer satisfaction
- IDEAS TO GO Orlando, FL
Creative Consumer August 2004 – present
- Develop new ideas for clients in terms of products and services that can be provided
 - Discover ways to market concepts and wares
 - Inspect products, methods, and ideas from different points of view for future expansion
- BEST BUY Orlando, FL
Sales Associate February 2001 – January 2004
- Assisted customers in search of information and products
 - Educated consumers on the latest technologies
 - Maintained a clean and functioning workplace for fellow coworkers
 - Expedited a complete store remodeling through supervision and cooperation with others
- Skills**
- COMPUTERS: DOS, Windows 95, 98, 2000, ME, XP, Vista, 7, Microsoft Office (all versions)
- VIDEO EDITING: Windows Movie Maker, Premiere, After Effects, 3D Studio Max, Quicktime, iMovie, Final Cut
- SPECIAL EFFECTS: After Effects, 3D Studio Max
- GRAPHIC DESIGN: Photoshop, Illustrator
- WEB DESIGN: Dreamweaver, Flash
- ANIMATION: Flash, 3D Studio Max, After Effects
- 3D MODELING: 3D Studio Max, Maya, Modo, Cinema 4D