

Edward Mathews

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LEADERSHIP AND MANAGEMENT SKILLS

- Over 8 years of project management and content management experience
- Supervised teams of graphic designers: made decisions regarding design of websites, advertisements.
- An ability to develop project strategies to meet business needs
- A proven ability to direct, motivate, and supervise highly effective teams
- A successful track record of building, enhancing, streamlining, and implementing systems and applications for a wide range of business functions
- Skilled in requirements analysis, application development, testing, support, training, and technical supervision
- Able to maintain a high level of morale by identifying and capitalizing on the unique strengths of staff members
- Mac and PC proficient

WORK EXPERIENCE

UCSF Temporary

Analyst/Project Manager

October 2009 – June 2010

Employment Program

- Create and execute project work plans and revise as appropriate to meet those changing needs and requirements.
- Analyze budgets and assist in the planning of payment schedules for different aspects of the studies.
- Function as technical liaison and support various studies designing, coding, and testing technical solutions as well as contributing in general management aspects of the studies.
- Utilize Microsoft Project to articulate goals.
- Deliver engaging, informative, well-organized presentations that effectively communicate relevant project information utilizing PowerPoint, Visio and Photoshop.
- Arrange meetings and offsite functions. Negotiate with restaurants and governmental agencies for appropriate meeting spaces for team building exercises, such as creating videos for presentations to the department.
- Assist with the creation and editing of documents for long-term drug trials, including but not limited to protocols, CRFs, workflows, publication policies, and pharmacy plans.
- Set up PowerPoint presentations with audio narration and animation and convert to viewable Flash animation files.
- Set up and program the POINT Trial website and function as technical liaison in coordination with the MUSC, NETT and Emmes Corporation.
- Collect and compile all aspects of the training materials for the POINT study from creation and editing, to housing, updating and maintaining those files.
- Work with Dr. J. Donald Easton on the creation of the ABCD² Training Module for use in the POINT Trial.

Metaversal Studios

Business Development

March 2009 – October 2009

- Launched an extremely effective PR campaign raising the profile of Metaversal Studios prior to the introduction of iPhone OS 3, highlighting the relationship between Apple's content policies and software developers.
- Increased brand awareness through viral campaigns on social networking sites and through traditional and niche print media.
- Coordinated the public relation efforts of the company.
- Met with prospective angel funding sources.

PopImage

Editor-in-Chief – <http://www.popimage.com>

August 2000 – October 2007

- Managed a comic book journalism website. Published many online comics and coded them for daily distribution. Provided daily on-line content including daily news, reviews, editorials, and other features.
- Supervised a team of graphic designers: made decisions regarding design of website, advertisements.
- Secured the support of the Editor in Chief of Marvel Comics, Joe Quesada, to write the introduction of the book version of the website.
- Conducted extensive interviews with many industry professionals ranging from writers, editors, artists and sales staff.
- Designed graphics in Photoshop for various features on the site.
- Coded articles in HTML for publication.
- Ran the public relations of the website, posting reminders to relevant message boards and social networking sites.

No On Prop 8 – Equality For All (non-profit)

*Technical Support Team Member - Website Customer Service
San Francisco, CA – Los Angeles, CA*

October 2008 – November 2008

- Handled technical problems and offered practical low-cost solutions for network issues under tight deadlines.
- Helped create a trouble ticket system to solve customer service issues from the website; aided customers to resolve specific technical problems.
- Completed graphic design for the website using Photoshop, Illustrator and Dreamweaver.

POLLACK Architecture *IT Consultant* December 2008 – March 2009
Delhi, India – Los Angeles, CA - San Francisco, CA

- Provided system administration support for a multi-site, architectural/design firm with servers running Windows Server 2003 and 2008.
- Strategized the server migration and assisted the Director of IT in implementing long-term strategies.
- Developed and diagramed hardware infrastructure solutions.
- Deployed software and hardware license redundant servers for minimal client downtime.
- Engaged in troubleshooting of software and hardware issues.

Lakeland Surveying, Inc. *IT Project Manager* January 2001 – September 2008
Rockaway, NJ

- Streamlined account management process by developing custom CRM databases and invoicing functions; created business development processes for new client acquisitions.
- Established and strengthened the company's IT infrastructure by researching, evaluating, purchasing, and configuring state-of-the-art hardware and software for all business applications.
- Developed and implemented IT policies and protocols to maximize functionality and productivity.
- Created applications to categorize and manage complex regulations for all 21 counties and all municipalities in New Jersey; minimized costs and labor hours by facilitating the research and surveying processes.
- Created and maintained company website; maintained web server and e-mail exchange.
- Provided comprehensive technical support to users on state-of-the-art technology including robotic transit systems and all IT equipment including PCs, laptops, and related software; employed strong troubleshooting skills to promptly resolve technical issues and maximize uptime.

SKILLS

Operating Systems: Windows (through Server 2008), Mac OS X
Software: Quickbooks Pro; Microsoft Office, Excel, Word, PowerPoint, Project and Visio; Adobe InDesign, Photoshop, Dreamweaver, Illustrator and Acrobat; VM; AutoCAD through and including 2007; Drupal 6.16; iSpringer Presenter; CamMedia, MS Movie Maker, CamTwist
Languages: English, Spanish

ACTIVITIES

Saint Peter's College school newspaper, The Pauw Wow: Editor in Chief (1994-1995); Associate Editor (1993-1994); Staff Writer (1991-1993)
Internship at Saint Peter's College Office of Advancement (1993-1995); wrote press releases for the college

EDUCATION

New York University - New York City, NY – Master of Arts, American Government and Politics, Minor: Sociolegal Studies
Saint Peter's College - Jersey City, NJ - Bachelor of Arts, Political Science, Minor: Communications/Film Focus