

J. Noah Mattern



Resume

<p>1704 N 12th Street Lafayette, IN 47904</p>	<p>765.413.8923 maxim@maximumedia.com</p>	<p>www.maximumedia.com/portfolio</p>
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Objective

Experienced administrative manager and media designer with significant applied knowledge of web, print, audio and video marketing design and solid foundation in team management seeking administrative marketing management consultation position at institution of commerce, education or media.

Education

- Purdue University, West Lafayette, Indiana**
Bachelor of Arts, Professional Writing | GPA: 3.6 | Completion Date: May 2000
- Purdue University, West Lafayette, Indiana**
Associates, Art & Design | GPA: 3.6 | Completion Date: May 2000
- Harrison High School, West Lafayette, Indiana**
Curriculum | GPA: 3.4 | Completion Date: May 1994

Employment History

- Maximumedia Design**
President, Brand Director | Lafayette, Indiana | July 2009 – Current

Responsibilities: President and Brand Director in charge of advertising and media design and direction, office management, technical problem solving including server maintenance, email account administration, hardware inspection, software purchasing and website maintenance.
- Mattern's Pine Ridge Nursery**
Foreman | Lafayette, Indiana | December 2001 – Current

Responsibilities: Farm duties including tree sales, inventory management, customer service, order fulfillment, tool and equipment maintenance, website and media design including e-commerce engine development at www.matterntrees.com, updates to charts, books and databases, operating financial processing and daily operations, bookkeeping responsibilities including money processing, updating books and databases, processing payroll and filing taxes, writing purchase orders, processing invoices, and correspondence with media relations and administration, grant writing (Dept. of Agriculture), technical aspects including server maintenance, email account administration, hardware inspection, software purchasing, training and website maintenance; presentations including financial reports and proposal creation and grant writing for the general well-being of the farm.

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Employment History (Continued)

KL Security, LLC

Art Director | West Lafayette, Indiana | November 2006 – July 2009

Responsibilities: Art Director in charge of publication, website and media design, technical aspects including server maintenance, email account administration, hardware inspection, software purchasing and website maintenance for KL Securities and its subsidiaries.

Lafayette Symphony Orchestra

Office Manager | Lafayette, Indiana | May 2005 – November 2006

Responsibilities: Office Manager in charge of publication, website and media design, box office duties including ticket sales, seating, ticket fulfillment, updates to charts, books and databases, operating box office and will call on concert nights; bookkeeping responsibilities including money processing, updating books and databases, processing payroll and filing taxes, writing purchase orders, processing invoices, dues and subscriptions and correspondence with concert-goers and board of directors; technical aspects including server maintenance, email account administration, hardware inspection, software purchasing and training and website maintenance; presentations including financial reports and proposal creation and grant writing for the general well-being of the organization. **Art Museum of Greater Lafayette**

Assistant to the Executive Director | Lafayette, Indiana | May 2004 - Current

Responsibilities: Administrative assistant in charge of designing Art Museum publications, website and other media, office management, scheduling, equipment, technical maintenance, museum store management in charge of operations, POS setup and configuration, buying, inventory, training and management of volunteers, store maintenance, merchandising and store presentation, capital improvements and furnishings, atmosphere and customer service.

Hollister Company, Inc.

Assistant Manager | West Lafayette, Indiana | July 2002 - August 2003

Responsibilities: Daily operation of store, inventory control, merchandising and presentation, accounting, counting and handling deposit, office organization, training and management of brand representatives, product marketing, recruitment training and retention of staff, store maintenance, media relations, maintaining proper store atmosphere, general supervision and insuring highest level of customer service

Indiana Design Consortium, Inc.

Web Manager | Lafayette, Indiana | February 2001 - May 2002

Responsibilities: Graphic design, illustration and layout, HTML Programming, animation for web and multimedia, music arrangement, sound scoring and document design using Photoshop, Pagemaker, Illustrator, Quark XPress, Dreamweaver, CSS, Javascript, Database CGI and Perl, Flash, Reason, SoundEdit 16, ProTools and Microsoft Office Suite

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Employment History (Continued)

Shuffleware Media Co., Inc.

Head Designer | Lafayette, Indiana | August 1998 - October 2000

Responsibilities: Coordination of media technology and website development, 3 dimensional CG, multimedia programming, animation, audio/visual design, music arrangement, sound scoring and document design using Photoshop, Dreamweaver, CSS, Javascript, Database CGI and Perl, Infini-D, Flash, Premier, AfterEffects, Reason, SoundEdit 16, ProTools and Microsoft Office Suite

Instructional Media Design Center, Purdue University

Graphic Designer | Lafayette, Indiana | August 1997 - August 1998

Responsibilities: Graphic design, illustration and layout, 3 dimensional CG, HTML Programming, animation for web and multimedia, music arrangement and sound scoring using Photoshop, Freehand, Infini-D, AfterEffects, Dreamweaver, Javascript, Flash, SoundEdit 16, ProTools and Microsoft Office Suite

Additional Information

Awards

Eagle Scout Award
Sam Greenburg Scholarship

Memberships

Lafayette Commerce - Developer Level

Boards

Tippecanoe Arts Federation – Cultural Planning Implementation Committee

Competency & Skills

Technical Competency

10 years' experience graphic design – Photoshop, Illustrator, Freehand
10 years' experience web design – Fireworks, Dreamweaver, CSS, Javascript, CGI/Perl
9 years' experience animation/multimedia design – Flash, AfterEffects, Infini-D
9 years' experience music/sound arrangement – Reason, ProTools, SoundEdit 16
8 years' experience video editing – Premier, AfterEffects
8 years' experience document design – Word, InDesign, Pagemaker, Quark

Skills

Strategic planning and goal initiative development
Effective studio and office management
Creative problem solving
Technical maintenance
Documentation & logging
Dynamic team leadership
Usability & efficiency reporting
Publication, proposal and draft preparation
Office & computer maintenance
Progressive technology expertise with optimization & compatibility
Public speaking & presentations
Copyright & licensing

Portfolio & References Available Upon Request