

# Matt Wells

San Jose, California, United States



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## Summary

Twenty-two years ago, I started at the front desk of a museum answering phones and greeting guests. Since that time, my title became Senior Web Content and Social Media Manager. Daily, some of my duties include handling technical support, network administration, teaching classes, guiding group tours. I just moved to San Jose and am looking to use my background in an industry that matches my skillset.

## Experience



### Social Media and Web Content Manager

El Museo Latino

Jan 1998 - Present (22 years 9 months +)

Skills and Duties Include:

Manage Social Media Accounts; Manage Web Content; Social Media Marketing; Paid Social Media Advertising; Search Engine Optimization (SEO); Online Marketing; Email Automation; Email Marketing; Web Content Creation; Web Content Writing; Web Design; Web Development; Web Graphics; Typography; Copywriting; Press Releases

Maintain Office Equipment; Maintain Audio and Visual Equipment; Audio and Visual Equipment Technician; Maintain Point-of-sale; Point-of-sale Operations; Maintain Computer Hardware; Computer Repair; Network Administration; Wireless Networking; Technical Support; Help Desk; Cloud Management

Graphic Design; Graphics Layout; Print Design; T-shirt Graphics; Photography; Branding; HTML; CSS; iOS; Mac; Windows; Microsoft Office; Adobe Photoshop; Adobe Illustrator

Customer Service; Welcoming Visitors; Answering Phones; Data Entry; Calendar Management; Teach Art Classes; Teach Dance Classes; Tour Guide; Painting; Scheduling; Shipping; Packing, Unpacking, Installing, and Takedown of Exhibits; Event Management; Event Planning; Problem Solving; Time Management



### Freelance Consultant

MechanicApple

Mar 2004 - Present (16 years 7 months +)

Skills and Duties include:

Manage Web Content; Logo and Merchandise Design; Graphic Design; Graphics Layout; Typography; Web Content Creation; Web Content Writing; Web Design; Web Development; Web Graphics; Print Design; T-shirt Graphics; Social Media Marketing; Photography; Branding

Computer Hardware; Technical Support; Wireless Networking; Scheduling; Shipping; Adobe Photoshop; Adobe Illustrator



## **DJ / MC**

**DJ Matt Wells**

Feb 1999 - Present (21 years 8 months +)

Mobile & Club DJ specializing in Weddings, Corporate Events, Birthdays, Latin, EDM, & Hip-Hop, and More.

Skills and Duties include:

Audio and Visual Equipment Technician; Maintain Audio and Visual Equipment; Maintain Computer Hardware

Digital Marketing; Social Media Management; Photography; Branding; Graphic Design; Logo and Merchandise Design; Search Engine Optimization (SEO); Online Marketing; Copywriting; Adobe Photoshop; Adobe Illustrator

Public Speaking; Customer Service; Crowd Interaction; Interpersonal skills; Communication;

Business Administration; Time management; Scheduling; Problem Solving; Event Logistics Management; Event Planning; Wedding Coordination; Wedding Reception Coordination



## **Freelance Graphic Designer**

**Omaha Strength Institute**

Aug 2015 - Dec 2019 (4 years 5 months)

Skills and Duties include:

Logo and Merchandise Design; Print Design; T-shirt Graphics; Graphic Design; Graphics Layout; Web Graphics; Scheduling; Photography and Branding; Event Logistics

## **Skills**

Customer Service • Web Design • Graphic Design • Content Management • Digital Marketing • Social Media Marketing • Search Engine Optimization (SEO) • Audio Visual (AV) Systems • Network Administration • Branding & Identity