

Matthew Gartzke

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Experience

Film:

Locations Assistant, Telesis Productions 2011

- Television series "The Inbetweeners".
- Setup and maintained safe areas during location shooting including traffic control.
- Assisted various departments in establishing bases of operation for production.

Production Manager, SPARK 2011

- HIV Awareness public service announcement and interviews in conjunction with the Orlando EMA Planning Council.
- Handled pre-production meetings, deadlines, personal release acquisition, and assisted all talent.

Production Coordinator, Full Sail University 2011

- Short 35mm film "Death Speech".
- Compiled daily production reports, published final wrap book, and assisted Unit Production Manager on budget.

Game/Web:

Webmaster, South Coast Homeowners Association 2006 - 2010

- www.southcoasthoa.org
- Designed and regularly maintained website.
- Sent bimonthly newsletters to subscribers.
- Spreadsheets and data entry.

User Experience Tester, Web, MyGamerCard.net 2006 - 2008

- Tested and provided feedback for new features.
- Created graphics for web and gamer cards.

Operator, XBConnect 2003 - 2004

- Provided technical support to the online community.
- Moderated message boards.
- Created network and help tutorials.
- Designed user interface and new feature concepts in Photoshop.

Skills

- Paperwork management / documentation
- Computer file management / organization
- Film set electric, lighting, and locations
- Software and games usability testing
- Web design (HTML/CSS)

Software

- Adobe Creative Suite - Acrobat, Dreamweaver, Illustrator, Photoshop
- Avid Media Composer
- Microsoft Office - Word, Excel, Outlook, PowerPoint
- Mac OS X and Windows

Education

Bachelor of Science in Film, Full Sail University 2009 - 2011

Associate of Arts in Media Arts, Santa Barbara City College 2007 - 2009