

# Matthew Lee

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## *Professional Summary*

Highly creative and multitalented Creative Designer with extensive experience in multimedia, graphic design, UX/UX and eLearning development. Excellent collaborative and interpersonal skills; energetic leader and team player with well-developed written and verbal communication abilities. Accustomed to performing in deadline-driven environments with an emphasis on managing multiple projects.

## *Software & Language Skills*

- Microsoft Office Suite
- Adobe Creative Suite
- Adobe Captivate
- Adobe Connect
- Zoom
- Articulate Storyline
- iSpring
- Blackboard
- Canvas
- Moodle
- Caspio (database application development platform)
- Balsamiq
- HTML5, CSS3 and jQuery

## *Work Experience*

### **Sr. Program Lead, Instructional Designer**

06/2020 to Present

Biogen | Research Triangle Park, NC

- Manage the development, implementation and ongoing review and revision of policies, standards, documentation and processes to ensure all training and training materials meet minimum standards of excellence and consistency in terms of instructional design integrity.
- Consult directly with Training Managers and Subject Matter Experts to recommend instructional design approaches based on new and emerging educational technologies, recognized learning theories, current research, defined learning objectives and stakeholder feedback. Stay up-to-date on instructional design methodology and technology by attending outside conferences, user groups, and on-line events.
- Maintain and manage the design, content, and functionality of the learning content within the Learning Management System (LMS)
- Apply knowledge of design and content creation to develop standards, templates, and content creation to ensure there are resources that are available post-training. Create process for oversight to ensure consistency in presentation and information to further improvement success of operational execution and customer experience

<b>Instructional Designer</b>	02/2019 to 06/2020
UNC - Center for Lifelong Learning   Chapel Hill, NC	
<ul style="list-style-type: none"> <li>• Develop and Manage Curricular Processes</li> <li>• Collaborate with Project Director, Project Coordinator, Business Officer, CLL Nurse Planner/Program Coordinator and key stakeholders to promote and ensure project innovation and sustainability</li> <li>• Support use of best practices in the design, development, delivery, and maintenance of the project that enhances instruction and learning for exceptional user experience</li> <li>• Collaborate in development of continuous quality improvement for project innovation</li> <li>• Identify, advise, and facilitate application of creative approaches and instructional methodologies for the design, development, and evaluation of learning content consistent with the project</li> <li>• Collaborate with Project Director, Project Coordinator, Business Officer, CLL Nurse Planner/Program Coordinator in the development of policies and procedures to ensure integrity of project process</li> <li>• Record and edit promotional videos and educational videos for marketing campaigns and online courses</li> </ul>	

<b>Web/Academic Technology Specialist</b>	03/2016 to 02/2019
Gateway Seminary   Ontario, Ca	
<ul style="list-style-type: none"> <li>• Provides academic technical support by maintaining classroom technology including hardware and software; troubleshooting, assisting academic users with any difficulties encountered, and Administrative Technology Specialist in resolving issues with academic computer hardware</li> <li>• Provides training and support on the use of hardware and academic delivery software (LMS, Learning House, Canvas, and PowerPoint)</li> <li>• Responsible for the maintaining the website ensuring the design and content meet Seminary copy style guide and graphics standards in cooperation with the Web Content Specialist group</li> <li>• Performs regular reviews of the website to ensure content accuracy, timeliness, relevance and website content meets the needs of external clients; and, testing website accessibility and functionality from a variety of environments</li> <li>• Recommends and maintains the strategic plan for website design and development based on management priorities, policy directions, and goals</li> <li>• Architect, develop and deploy web applications to streamline internal processes and manage database information using the Caspio platform</li> </ul>	

<b>Multimedia Developer II</b>	06/2013 to 03/2016
Panasonic Avionics Corporation   Lake Forest, CA	
<ul style="list-style-type: none"> <li>• Develop user-centric eLearning courseware from the prototyping phase through the final delivery phase</li> <li>• Present UI concepts, mocks, and final deliverables during weekly team meetings</li> <li>• Upload courses to company LMS and generate reports to track student progress</li> <li>• Modify and edit graphics, audio, and video footage for training purposes</li> <li>• Design PowerPoint templates for curriculum developers to use for internal and external training</li> </ul>	

- Design Icons and concept art that integrate with various UI and print materials
- Rebrand and design booklets, Cd's, and other print materials for training department
- Research and install latest training software

### **UI/UX Designer**

09/2012 to 06/2013

Ziptask Inc. | Anaheim, Ca

- Rebrand desktop worker application with hand coded HTML5 and CSS3
- Rebrand front-end website and back-office web application
- Design static web banners for marketing campaign
- Create specs and deliver final UI elements to the engineering team
- Strategize, scope, and structure various feature sets and UI elements for projects

### **Graphic Artist**

10/2008 to 09/2012

L-3 Communication/D.P. Associates | San Diego, Ca

- Maintain a secret security clearance with U.S. Department of Defense
- Develops and maintains web-enabled computer-based training (CBT) for U.S. Navy Helicopter Fleet Replacement Squadrons
- Creates materials for interactive web-based training using 3D Studio Max 8.0, Flash CS4, Photoshop CS4, Illustrator CS4, and Premiere Pro 2.0
- Creates pre-programmed templates to streamline production
- Provides support to the production team with digital photography, digital image manipulation, and 2D/3D graphic development
- Identifies and evaluates emerging technologies within the web-based training industry

### **Flash Animation Instructor**

06/2007 to 08/2007

Upward Bound Program SDSU | San Diego, Ca

- Teach beginning/intermediate Flash techniques to 20 high school seniors
- Integrate student's biochemistry knowledge with Flash to develop informational presentations
- Create a course syllabus, calendar, assignments and set up a grading system
- Attend weekly staff meeting and provide daily student assessment records

### ***Education***

Southeastern Baptist Theological Seminary  
Master of Arts in Ethics, Theology, and Culture

Wake Forest, NC  
May 2021  
3.4 GPA

San Diego State University  
Bachelor of Arts in Applied Sciences  
Emphasis Multimedia Arts

San Diego, CA  
May 2008  
3.4 GPA

### ***Portfolio***

[www.mattleedesigns.com](http://www.mattleedesigns.com)