Matthew Lee

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Professional Summary

Highly creative and multitalented Instructional Designer with extensive experience in multimedia, graphic design 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

Instructional Designer   02/2019 to Present

UNC - Center for Lifelong Learning | Chapel Hill, NC

- Develop and Manage Curricular Processes
- Collaborate with Project Director, Project Coordinator, Business Officer, CLL Nurse Planner/Program Coordinator and key stakeholders to promote and ensure project innovation and sustainability
- Ensure that proposed ideas and changes are appropriately vetted with subject matter experts, project faculty, and key stakeholders to ensure successful implementation; and changes are seamlessly integrated
- Support use of best practices in the design, development, delivery, and maintenance of the project that enhances instruction and learning for exceptional user experience
- Collaborate in development of continuous quality improvement for project innovation
- Identify, advise, and facilitate application of creative approaches and instructional methodologies for the design, development, and evaluation of learning content consistent with the project
- 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
- Record and edit promotional videos and educational videos for marketing campaigns and online courses

Web/Academic Technology Specialist   03/2016 to 02/2019
Gateway Seminary | Ontario, Ca
- 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
- Provides training and support on the use of hardware and academic delivery software (LMS, Learning House, Canvas, and PowerPoint)
- 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
- 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
- Recommends and maintains the strategic plan for website design and development based on management priorities, policy directions, and goals
- Architect, develop and deploy web applications to streamline internal processes and manage database information using the Caspio platform

Multimedia Developer II   06/2013 to 03/2016
Panasonic Avionics Corporation | Lake Forest, CA
- Develop user-centric eLearning courseware from the prototyping phase through the final delivery phase
- Present UI concepts, mocks, and final deliverables during weekly team meetings
- Upload courses to company LMS and generate reports to track student progress
- Modify and edit graphics, audio, and video footage for training purposes
- Design PowerPoint templates for curriculum developers to use for internal and external training
- 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 Web 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
- Keep up to date on best web practices and related technologies
- 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 Seminal	Wake Forest, NC
Master of Arts in Ethics, Theology, and Culture	Expected Graduation Fall 2020
San Diego State University	San Diego, CA
Bachelor of Arts in Applied Sciences	May 2008
Emphasis Multimedia Arts	3.4 GPA

Portfolio

www.mattleedesigns.com