

Matthew Rutledge

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Objective

To create a positive and enduring impact on a professional technology company using proven administrative and analytical skills.

Skill Set

Software: Adobe Dreamweaver CS4, InDesign, MS Access, Project, Excel, SAP R3, Salesforce.com, Basecamp

Web design: WordPress 2.8.x, Microsoft SharePoint Server 2007, Drupal 6.10, Textpattern 4.0

Language: CSS, XHTML, MySQL 5.x, Oracle PL/SQL, PHP 5.x

Work History

INTERACTIVE SPECIALIST AT SPECIAL AUDIENCE MARKETING IN AUSTIN TX: 04/2009 – 09/2009 (temporary)

Developed: interactive websites, social media, blogs and search engine marketing campaigns for a diverse set of clients

Collaborated: with art directors to design and deploy the client's aesthetic/functional requirements using CSS

Managed: content creation and structure, change management processes, server and domain migrations

Maintained: internal computer systems, best practices, internal and external web servers

TRAFFIC COORDINATOR AT COMCAST SPOTLIGHT IN SEATTLE WA: 07/2007 – 09/2008

Entrusted: with the workflow and scheduling of TV commercials for the Seattle DMA market

Developed: Dashboards for collaboration and business intelligence, project management templates, and departmental knowledge bases using Microsoft SharePoint Server 2007

Worked with: account executives, sales assistants, media agencies, operations and accounting

Initiated: process improvement and project management in order to maintain a satisfied internal customer base

RESEARCH ANALYST AT ONBOARD INFORMATICS IN NEW YORK NY: 03/2006 - 05/2007

Provided: qualitative data analysis and research for a variety of data sets: real estate, demographics, economics

Programmed: SQL scripts in an Oracle 10g environment: QA routines, queries, test cases, scheduling

Created: quality assurance guidelines, initiated best practices, insisted on office efficiency

Delivered: presentable data to prominent newspapers, corporations, web sites, and magazines

SALES CONTRACTS SPECIALIST AT ADP / DIGITAL MOTORWORKS IN NEW YORK NY: 12/2003 - 3/2006

Provided: direct administrative support to e-commerce clients, field account executives, and technical staff

Collaborated: with internal installation engineers to ensure install and delivery of products

Created: proposals, billing analyses, asset reviews, and contracts for large automotive manufacturers

Initiated: continuous process improvement by creating detailed documentation models

FIELD SALES ADMINISTRATOR AT APPLE INC. IN AUSTIN TX : 06/2001 – 11/2003

Provided: administrative support to management for the west education sales division

Generated: RFP's, competitive bids, custom web-based sales portals for universities

Worked with: purchasing agents, technology directors, bookstore managers to deploy campus-wide purchases

Managed: start-to-finish sales process for \$5-15 million in quarterly computer sales

Studies

HUNTER COLLEGE IN NEW YORK NY – 2003-2006

Studied: Economics, currently at 60 credit-hours

Maintained: continuous GPA of 4.0 and Dean's List

Focused: on ethics, government, urban planning, modern French culture and language

References available upon request.