

MATTHEW MCKIM WORK RESUME

CONTACT

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EDUCATION

Bishop Kelley High School '98
University of Central Oklahoma '05

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EXPERIENCE

American Airlines 2012 thru 2020

For the last 8 years I have worked for American Airlines. The economic impact of COVID-19 resulted in my job being eliminated in an effort to reduce overhead and costs. My most recent responsibilities were as follows:

Forms Coordinator. Responsible for over 600 forms linked within all technical operations manuals. Oversaw the design, record keeping, and online publishing of all documents.

Graphic Designer. Created logos, websites, posters, business cards, slide shows, retirement videos, and other various graphical materials.

Technical Editor. Responsible for editing technical operations manuals while following the guidelines set in place by AA's technical style guide.

Provided supervision for compiling, designing, and maintaining all departmental procedures.

Created time saving code utilizing VBA and JavaScript to quickly complete daily tasks free of human error.

Provided supervision of all department training videos, including all copy writing, filming, and editing.

ABOUT

Work Background

With an educational background in graphic design and real-world experience working in the aerospace industry, I have a strong grasp of how to clearly and creatively communicate vital technical information. I am dedicated to working efficiently and discovering better ways to achieve the most accurate results.

PROFILE

- Highly ambitious with a keen eye for detail
- Dynamic, self-motivated, and forward thinking
- Works well individually and in a team environment
- Effective interpersonal communication skills
- Deadline driven approach to projects

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INTERESTS

Computers
Programming
Illustration

RECREATION

Texas hold'em poker
Board games

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PREVIOUS

Back40 Design 2008

A graphic design firm located in Edmond. I worked on a variety of print projects including designing and laying out a monthly magazine. The economic downturn of 2008 resulted in Back40 drastically reducing staff which directly impacted my position at the firm.

Funnel Design Group 2008

A graphic design firm located in Oklahoma City. I was a junior designer that worked on a variety of projects including logos, web design, print work, and product design. I left Funnel to pursue an opportunity to oversee the entire print department at Back40 Design.

TGI Enterprises 2007

A marketing company located in Tulsa that specializes in screen printing, embroidery, and promotional products. Responsible for all design work and setup. Occasionally worked on the press. I left the company in order to move back to Oklahoma City.

Signs Now 2006

Head of all large format digital printing for two stores in the Tulsa area. Responsible for layout, print quality, assembly and delivery. Also worked on the production table.

SOFTWARE

Very Knowledgeable

Adobe Photoshop
Adobe Illustrator
Adobe InDesign

Knowledgeable

Adobe After Effects
Adobe Premiere
Adobe Audition
Microsoft Office suite

CONTACTS

Professional References

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Danette Benedicto
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