

Matthew W. Fowler
matt@3540media.com

Skills

Customer Service	Video Editing	Adobe Creative Suite
Marketing	Web Design	Adobe Photoshop
Microsoft Office	Graphic Design	Adobe Lightroom
CPR/AED Certified	Photography	

Experience

University of Central Oklahoma

Front of House Manager, Mitchell Hall Theatre, October 2013 – Present

Oversaw successful transition to new box office ticketing software, including implementation and training of staff on its use. Hired, scheduled and supervised student box office employees. Coordinated volunteer ushers during all events. Streamlined staff communication and reduced paper waste with creation of intra-office website for event information and procedures. Increased community engagement and outreach on social media platforms.

3540 Media

Creative Director, May 2006 – Present

Professional freelance photography, videography, and graphic design services to individuals, businesses, and non-profit organizations.

University of Central Oklahoma

Mitchell Hall Box Office Staff, May 2010 – May 2013

Demonstrated excellent customer service while processing in person and over the telephone ticket purchases. Greeted patrons, and addressed their questions or concerns during events. Changed public facing information displays such as outdoor marquees, display boards, and posters throughout the calendar year.

Oklahoma City Community College

Production Crew/Editor, 2007 – 2008

Served as production crew and lead video editor on various video projects for Oklahoma City based organizations. Completed videos for Oklahoma Creativity Project, Allied Arts, and the Oklahoma City Public Schools Foundation.

Oklahoma City Community College, Oklahoma City OK

Student Film & Video Equipment Manager, August 2007 – August 2008

Developed and implemented check-out policies and procedures for \$300,000 worth of professional audio/visual equipment. Managed inventory of equipment in Microsoft Excel.

Education

Southeastern Oklahoma State University

May 2020 – Present

Pursuing a Master of Education in Curriculum and Instruction – Theatre Pedagogy. Have completed 9 of 30 credit hours thus far.

University of Central Oklahoma

August 2008 – May 2011, Bachelor of Fine Arts, Theatre Arts Performance

Vice-President of Theatre Honor Fraternity Alpha Psi Omega. Named to Dean's Honor Roll for Fall 2008 and 2009 semesters. Dramaturg and Assistant Director on theatre production selected to perform at the 2011 Region VI Kennedy Center American College Theatre Festival.

Oklahoma City Community College

June 2004 – May 2008, Associate of Arts, Film & Video Production

Double Majored in Theatre. Performed in five stage productions. Received college's highest award, the President's Award for Excellence. Named to Vice President's and President's Honor Roll multiple times.

MetroTech Oklahoma City

August 2001 – December 2001, Computer Graphic Design

Learned fundamentals of the graphic and web design industry through use of Quark Xpress, Adobe Photoshop, Illustrator, Flash, and Dreamweaver.

Volunteer Experience

Designed invitations for the Oklahoma City Philharmonic's annual meeting at the Symphony Show House in 2012 and 2013.

Donated flyer and poster design services for the 2010 *The Vagina Monologues* OKC Community Campaign which raised awareness and money for domestic violence issues, Bethesda Inc., Oklahoma Coalition Against Domestic Violence and Sexual Assault, and the YWCA Sexual Assault Nurse Examiner (SANE) Program.

Supervised contestants during The 2009 Central Oklahoma Humane Society's "My Life as a Dog Challenge."