

Colleen Mathis

Digital storyteller and media producer.

206.354.6121

cm@colleenmathis.com

www.colleenmathis.com

EXPERIENCE

Freelance Digital Media Producer, Manager

Colleen Mathis Media, 03/2010 – Present

- Documentary-style video editing for fundraising campaigns, promotional materials, portfolios, commemorative stories
- Photo, video, audio, text editing for social media and web
- Graphic design, desktop publishing, layout for print and PDF
- Livestream broadcast, radio broadcast, scene overlays
- Artist management: develop image and voice, publishing schedules
- Writing: grant applications, scripts, marketing materials, web copy
- WordPress customization, web development, and management
- Community management: Facebook Groups, Discord servers

Legacy Image Specialist, Founder

Exist in Images, 03/2014 – Present

- Scanning, restoration, editing, archiving analog media
- Develop best practices in file resolutions, file formats
- Design and produce web, print, and social media materials

Web Developer I

WhitePages, Inc., 09/2007 – 05/2010

- Facilitate communication between Marketing and Engineering
- Front-end web development; Agile, Git, Dreamweaver, Bugzilla
- Create, troubleshoot and publish ads with Atlas ad server
- Standardize assets and create templates for high-revenue ad partners
- Teach colleagues to troubleshoot and fix common issues

Administrative Coordinator

UWMC Department of Rehabilitation Medicine, 03/2005 – 09/2007

- Faculty support; edit peer-reviewed journal articles, presentations
- Maintain, update department websites, MySQL and Access databases
- Develop written content for inpatient and outpatient care
- Technical consulting on digital media and web publishing

Media Editor, Webmaster

Bootleg Networks / BootlegTV, 03/2000 – 03/2001

- Log, edit, and optimize video footage; Transcribe crew journals
- Proofread and format administrative materials
- Webmaster; Design, develop, and launch new corporate website

TECHNICAL SKILLS

- Adobe Creative Suite
- MS Office Suite, Google Suite
- Streamlabs / OBS, Discord
- Audacity, Voicemeeter
- HTML, CSS, JavaScript, PHP
- Git, Bugzilla, Jira, Toggl
- MySQL, SQL, HeidiDB
- WordPress Customization
- DSLR Camera and Lights
- Audio Mixers, Microphones

PROFESSIONAL SKILLS

- Project Management
- Social Media Publishing
- Community Management
- Copywriting, Storyboarding
- Graphic Design, Print Layout
- Workshops and Presentations
- Event Coordination
- Broadcast Radio Programming

EDUCATION

Bachelor of Theatre Arts

CWU – Ellensburg, WA

- Acting / Directing emphasis
- Work-study in marketing
- Theatre Club Organizer
- Freshman of the Year
- KCAT 88.1 DJ, show host

High School Diploma

EHS – E. Wenatchee, WA