

Colleen Mathis

Digital storyteller and media producer.

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Freelance Digital Media Producer, Content Coordinator

Colleen Mathis Media, 03/2010 – Present

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

Legacy Image Specialist, Exist In Images

- Scanning, restoring, editing, archiving analog media
- Develop best practices in file resolutions, format, metadata
- 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, Google Suite
- HTML, CSS, JavaScript
- Git, Bugzilla, MySQL
- Eclipse, Jira, HTML-Kit
- XSLT, SQL, JSON, XML
- WordPress Customization
- Wix, Squarespace Editors
- Audio Mixers, Microphones
- Audacity, Voicemeeter
- OBS, Discord, RadioDJ

PROFESSIONAL SKILLS

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

EDUCATION

Bachelor of Theatre Arts

CWU – Ellensburg, WA

GAME SYSTEM EXPERIENCE

- D&D 5E
- Pathfinder 1 & 2
- Iron Kingdoms - D20
- Traveller – Classic & Modern
- Blades in the Dark
- Apocalypse World
- D&D 3E
- Palladium