

**Matthew Dimond**

12 Candia St.  
Arlington, MA  
02474

www.matthewdimond.com  
mattdimond@gmail.com  
617-460-4523

**Summary**

Skilled and detailed oriented graphic and web designer comfortable taking both traditional and nontraditional approaches to projects. Excellent ability to work individually or in a group setting. Passionate for efficient and well thought out design.

**Skills**

Photoshop, Illustrator, InDesign, Dreamweaver, Microsoft Office, HTML, CSS, Wordpress and email marketing tools such as Hubspot, Marketing Cloud and iPost.

**Work History****Bentley University Office of Marketing and Communications (Freelance - Current)**

- Design, create and update print material including billboard ads, postcards, posters, event signage, magazine ads, magazine layouts, catalogues, journals and pamphlets
- Design and code HTML emails for various marketing campaigns
- Acquire, edit and create imagery for image sliders, page headers and blog posts
- Design a variety of digital marketing ads to be used throughout the web
- Create graphics, infographics and other digital media used throughout the Bentley site

**MIT Community Services Office (Freelance - Current)**

- Invitation designs for Quarter Century Club events
- Design and code HTML emails for various Quarter Century Club events
- Make updates to the Community Services websites

**jpows.com / behindthebarriers.tv / jamcycling.org (Freelance)**

- Design and web development for US National Cyclocross Champion, Jeremy Power's personal website: jpows.com
- Create designs and layout for various promotional items such as postcards and t-shirts
- Created web ads and logo designs for cycling media website: behindthebarriers.tv
- Made regular updates to non-profit cycling development website: jamcycling.org

**The Ad Club - www.adclub.org (Freelance)**

- Performed updates to The Ad Club website as well as their other Wordpress sites
- Assisted with the production of HTML emails promoting various events
- Helped create and prepare imagery for use on various Ad Club sites as well as print

**Paper i - www.paper-i.com (Freelance)**

- Assisted with the design and layout for Paper i's website
- Built and coded Paper i's site using HTML, CSS, and Javascript as well as SEO
- Uploaded and performed testing for the site to assure functionality

**Thrive in 5 Boston - www.thrivein5boston.org (School)**

- Worked in a group to re-design the website for Thrive in 5 Boston
- Assisted with coding (HTML, CSS and Javascript) and helped with Wordpress implementation
- Was the main point of contact between the client and our group along with photographers

**MIT Office of Admissions (1999 - 2009)**

- Senior Office Assistant

**Education**

Boston University Center for Digital Imaging Arts (CDIA) Waltham, MA  
Certificate in Graphic Design and Web Design, September 2010

University of Massachusetts Lowell, MA  
Mechanical Engineering, September 1997 - May 1999