

Matthew Dimond

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Summary

Skilled and detail-oriented graphic and web designer who brings both a traditional, and innovative perspective to projects. Excellent ability to work independently or as part of a team, collaborating with developers, printers, and editors to communicate an organization's goals. Passionate for efficient and carefully considered design.

Skills

- Photoshop
- Illustrator
- InDesign
- Dreamweaver
- Microsoft Office
- HTML
- CSS
- Hubspot
- Mailchimp
- Salesforce
- Wordpress
- Drupal

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 which includes both printed pieces and HTML emails
- Brochure and creative writing journal designs for MIT Retirees
- 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 the Paper i website
- Built and coded the Paper i 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