Matthew Boddy

boddym@yahoo.com
478.284.7581

Profile

- Strong work ethic, integrity driven, and reliable
- Visual thinker
- Technical and analytical
- Task and process driven
- Natural bent for creativity
- Effective on a team or independent
- Good multitasker

Education

Bachelor of Science. Computer Science with Programming Specialization, Middle Georgia State College. Graduated, May 2015.

Master of Arts. Education with Middle School Education Specialization, Clemson University. Graduated, May 2010.

Bachelor of Arts. English, Furman University. Graduated, May 2008.

Technology Snapshot: HTML, CSS, PHP, Javascript, Python, C#, Shopify, Wordpress, Squarespace, GIMP, Microsoft Office, Word, Excel, PowerPoint, Google Documents, Google Sheets, Google Calendar, Gmail

Professional Experience

Writing & Documentation

- Proofread and reformatted hundreds of pdfs into html files to improve a museum's ADA compliance
- Proofread and edited dozens of email templates for finance department to contact clients for a wide variety of subjects
- Wrote and edited style guide in joint project between finance and marketing departments
- Wrote and edited extensive copy and web content for clients as part of our re-branding service
- Wrote process flow documents for clients ranging from one-page handouts for simple tasks to twenty-page booklets on how to make direct changes to a Wordpress theme's source code
- Wrote tutorials on web development, working alongside subject matter experts when necessary, especially with regards to back end development
- Wrote a wide variety of lesson plans for grades 6-8 on the subjects of English, literature, social studies, and history
- Wrote articles on the features and usage of content management systems like Wordpress and Shopify
- Wrote email correspondence between firm and clients soliciting feedback and updating them on projects

Technology

- Created process flow documents and other documentation using the Microsoft Office suite and Adobe Acrobat

- Created and maintained dozens of websites in Wordpress and Shopify, including the Levi & Strauss website
- Programmed in Javascript and PHP
- Created themes for Wordpress
- Created themes for Shopify
- Used G Suite to write and maintain company documentation

Project Management
- Met with clients and designers to discuss project needs and goals
- Coordinated progress and feedback between team and clients
- Stress-tested team's work against a checklist of standards
- Assigned and managed team tasks on Teamwork
- Provided end of day project summary daily
- Directed troubleshooting when technical problems ensued

Administrative
- Took and routed incoming calls to the office
- Welcomed and entertained visitors to the office
- Remained calm, courteous, and effective when dealing with disgruntled patients
- Contacted clients and notified them when their accounts were past due
- Generated and mailed/emailed statements to clients around the country
- Processed and deposited checks to the firm
- Created and maintained a web developer checklist in Google Docs for things that were important but easy to forget or miss
- Studied patients' charts to determine what medical procedures and diagnostics patients would require
- Acquired pre-certifications of coverage for medical procedures so that patients could come and go with assurance that insurance coverage wouldn't be an issue
- Acted as a liaison between private medical practice, medical insurance providers, and patients regarding coverage and any further issues that arose
- Purchased supplies around town as the need arose
- Proofread outgoing documents and correspondence
- Processed and distributed incoming mail

Program Coordination
- Maintained a healthy online community by enforcing the forum code of conduct for National Novel Writing Month
- Prompted and participated in discussions that cultivated relationships between participants, knowledge of writing, and love for the art itself
- Supported the organization on a daily basis by proactively assisting participants with technical and non-technical questions
- Organized events and write-ins
- Made a personal investment in each participant
- Established inroads with local businesses
- Coordinated between non-profit and participants

Employment

Administrative Assistant	Nonprofits Insurance Alliance	2020 – 2021
Web Developer, Copywriter	Sleepless Media	2018 – 2019
Associate Web Developer	LitmusBox LLC	2017 – 2018
Freelance Web Developer	Self–Employed	2015 – 2017
Research Veterinary Librarian	University of Georgia	2013 – 2015
Insurance Specialist	The Perinatal Center	2010 – 2012
Field Researcher	Doctor Paul Seale	2010 – 2011
Program Coordinator	National Novel Writing Month	2007