

Matthew T. Small

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RECENT WORK EXPERIENCE

Information Technology Specialist // Virginia DBHDS // Richmond, VA // May 2021 - Present

Provided leadership, administrative, and technical support to the agency for a variety of information technology needs, including website development, server administration, software life cycles, and continuous deployment.

Directly responsible for web design and code development, application deployment, server administration, and continuous delivery of services used for public communication, internal operations, and end-user support.

Configured, maintained, and administered servers used specifically for website hosting, user testing, vulnerability scanning, and repository/database storage.

Director of User Experience // Thriveworks // Fredericksburg, VA // Jan. 2018 - May 2021

Worked directly with the CEO, corporate leadership, and department staff to conceive, deploy, diagnose, and support complex applications designed for both internal and external business users.

Administered multiple infrastructure, public use, and help-desk applications through graphic design, web development, UX/UI processes, software installation, and health information compliance.

Managed data and analytics in order to report, troubleshoot, and iterate upon systems' configurations and effectiveness.

Educated and collaborated with department subordinates to improve customer support, increase technological competencies, and initiate incident response actions.

Designed and configured both desktop and wireless network infrastructure for both administrative and clinical offices.

Web Designer & Developer // Mary Baldwin Univ. // Staunton, VA // Oct. 2015 - Aug. 2017

Primary individual responsible for designing, developing, and deploying web-based and mobile applications/services into both self-hosted and vendor-owned environments.

Created and implemented a high usage, massive WordPress multisite redesign through stakeholder critique, wireframing, interactive prototypes, user testing, and data-driven coding.

Supported the Vice President of Communications with strategic brand campaigns, through design and digital execution, including analytical reporting across owned, earned, and paid digital platforms and services.

Published and instructed website content management training for faculty, students, and staff on a monthly/as needed basis.

Collaborated regularly with various institutional team members, departments, and external vendors for overall success of the University's communication, marketing, and technological efforts.

Creative Director // Revbuilders Marketing // Gainesville, VA // May 2014 - Oct. 2015

Led and directed the development of digital assets and marketing strategies while establishing and/or implementing brand standards and technologies, for clients and the internal team.

Designed, developed, and deployed online marketing strategies, digital assets, and web/mobile applications for clients and the internal team.

Acquired, wrote, and managed client contracts to include defined solutions for numerous accounts on a project or recurring basis.

Used hardware and software diagnostic tools to install, test, and upgrade both internal and client-owned web server infrastructures and configurations.



EDUCATION

**GEORGE MASON
UNIVERSITY**
FAIRFAX, VA - CLASS OF 2012
BACHELORS OF ARTS
GRAPHIC DESIGN

TECHNICAL ABILITIES & PROFICIENCIES

 **HTML / CSS**
 **Javascript**
 **PHP**
 **MySQL**
 **REST API**

 **Git**
 **WordPress**
 **Webflow**
 **Adobe CC**
 **Visual Studio**

 **WAMP / MAMP**
 **Windows Server**
 **Amazon Web Server**
 **Linux Server**
 **Search Optimization**

LEARN MORE & CONNECT

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AWARDS

First Place, Design Battle // Vox Product Pixel Punch
Top prize competing in an invitation-only, design battle.

