## **MATHEW BOGAERT**

Tucson, AZ bogaert@email.arizona.edu 520.954.1272

## **WORK EXPERIENCE**

Film Tucson (Visit Tucson), Tucson, AZ

**Production Coordinator** | Feb. 2020 – Present **Administrative Assistant** | Feb. 2019 – Feb. 2020

- Directly helps incoming productions with local hotels, crew, suppliers and answers any question about Southern Arizona
- Facilitates entering of trade-show materials, film leads and spending numbers into a CRM database, compiles numbers into monthly, quarterly and yearly reports
- Communication with various Arizona City and County officials to organize locations, COVID-19 regulations, film permits and relay policies back to filmmakers/community

Hanson FilmTV Institute, Tucson, AZ

Independent Contractor | June – Dec. 2020 Program Assistant | Jan. – Dec. 2019 Intern | Fall 2018

- Assisted Director and Assistant Director with diverse administrative tasks including phone calls, data management and invoicing/payment tracking
- Organized and kept track of film bookings, as well as secure the venues and hotels for events and visiting filmmakers for Tucson Cine Mexico Film Festival
- Maintained contact lists and helped draft and send newsletters and press releases

Kingfisher Bar & Grill, Tucson, AZ

Server | May 2013 – Feb. 2020 Expediter | March 2011 – April 2014 Busser | Aug. 2010 – May 2011

- Interacted with customers in a professional and helpful manner while handling multiple requests
- Worked quickly and effectively with other staff, occasionally directed bussers or seasonal employees
- Use of POS system (Squirrel), OpenTable system, and money management for nightly accurate cash outs

## PROFESSIONAL INTERNSHIPS, TRAINING & VOLUNTEER WORK

University of Arizona – Tucson, Arizona

Training, Full-Stack Computer Programming Bootcamp | Sep. 2020 – March 2021

- Developing over a dozen front-end, back-end and full-stack websites/applications
  Intern, The Men's Project | Fall 2013 Spring 2014
- Created and facilitated workshops with other interns and resource center staff
  Intern, F.O.R.C.E. (Feminist Organized to Resist Create and Empower) | Fall 2013 Spring 2014
- Helped run important conversations about media through a bi-weekly Feminist Film series
  Intern, The Institute of LGBT Studies | Fall 2012
- Assisted director and graduate assistant; modified and monitored content on the institute website

## **TECHNICAL SKILLS**

Windows and Mac OS - Microsoft Office Suite - Google Suite - Technical languages (HTML, CSS, JavaScript, and more) - Canva graphic-design tool – Video Editing Software - Mailchimp Marketing Platform – Threshold-360 – Object-Relational Mapping – CRM Software