

# Josiah Matthews

Diego Martin, Diego Martin, Trinidad and Tobago

[josiah.matthews6@gmail.com](mailto:josiah.matthews6@gmail.com)

[linkedin.com/in/josiah-matthews-687b29203](https://www.linkedin.com/in/josiah-matthews-687b29203)

## Summary

Experienced Marketing Manager with a demonstrated history of working in the computer games industry. Skilled in Microsoft Excel, First Aid, Online Moderation, Camtasia, and Video Editing.

## Experience



### Press Contractor & Broadcast Monitor

Media InSite Caribbean

Jul 2021 - Present (1 year 2 months +)



### Video Producer

MyMetaverse

Jul 2021 - Present (1 year 2 months +)

### Content Manager

Dental Associates of Lakewood, P.A.

Jan 2020 - Sep 2020 (9 months)

Created and edited video content to be hosted on Youtube and Instagram.



### Growth Engine Contractor

Refereum

Oct 2018 - Feb 2019 (5 months)



### Video Editor

Initio

Jul 2017 - Jan 2019 (1 year 7 months)



### Data Entry Summer Intern

The International School of Port of Spain

Jun 2018 - Aug 2018 (3 months)

Counting, verifying and uploading inventory and asset data on to new Asset Management Software



### Data Entry Summer Intern

The International School of Port of Spain

Jun 2017 - Aug 2017 (3 months)

Counting, verifying and uploading inventory and asset data on to new Asset Management Software

## **Lead Graphic Designer**

Coldfire Gaming

Mar 2017 - Jun 2017 (4 months)

## **Cook**

Royal Castle

Jul 2016 - Mar 2017 (9 months)

## **Bakery Assistant**

Massy Stores

Dec 2015 - Dec 2015 (1 month)



## **Information Technology Summer Intern**

The International School of Port of Spain

Jul 2015 - Aug 2015 (2 months)

- Assist with the resetting of computers for use (upgrading software etc.)
- Assist with setting up and deploying new computers



## **Information Technology Summer Intern**

The International School of Port of Spain

Jul 2014 - Aug 2014 (2 months)

- Assist with the resetting of computers for use (upgrading software etc.)
- Assist with setting up and deploying new computers



## **Information Technology Summer Intern**

The International School of Port of Spain

Jul 2013 - Aug 2013 (2 months)

- Assist with the resetting of computers for use (upgrading software etc.)
- Assist with setting up and deploying new computers



## **Information Technology Summer Intern**

The International School of Port of Spain

Jul 2012 - Aug 2012 (2 months)

- Assist with the resetting of computers for use (upgrading software etc.)
- Assist with setting up and deploying new computers



## **Information Technology Summer Intern**

The International School of Port of Spain

Jul 2011 - Aug 2011 (2 months)

- Assist with the resetting of computers for use (upgrading software etc.)
- Assist with setting up and deploying new computers

## Education



### **SBCS - Global Learning Institute**

Diploma in Computing

Oct 2021 - Aug 2022



### **The University of Trinidad and Tobago**

Diploma in Food Technology, Food Science and Technology

2015 - 2017

### **Hillview College**

High School

2012 - 2015

## Licenses & Certifications



### **First Aid - St John Ambulance**

Issued Aug 2015 - Expires Aug 2018



### **Microsoft Office Suite - UWI-ROYTEC**

### **RBC Young Leaders - RBC Royal Bank (Trinidad & Tobago) Limited**



### **Technical Support Fundamentals - Coursera**

JWNBBZZDFJ2V



### **The Bits and Bytes of Computer Networking - Coursera**

LB4NWH7VXUUD



### **Operating Systems and You: Becoming a Power User - Coursera**

XH29XX7XPB9E



### **System Administration and IT Infrastructure Services - Coursera**

4HQTMWP474L6



### **IT Security: Defense against the digital dark arts - Coursera**

R92N2URY2E3H



### **Google IT Support Specialization - Coursera**

67G8EYZKS8YD

## **Skills**

Data Entry • Microsoft Office • Video Editing • First Aid • Microsoft Excel • Community Management  
• Online Moderation • Camtasia