JASON MATTHEW



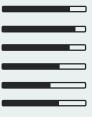
Hi! I am a university student studying Aerospace and Electrical Engineering and IT, at QUT. I have a variety of skills related to IT and graphic design.

EXPERTISE

I currently focus my activities on designing and developing websites as a freelance web designer, and use a variety of technical skills for this.

TECH SKILLS

HTML/CSS WordPress JavaScript Adobe Illustrator Adobe Photoshop PHP



EDUCATION

Graduated High School *Rivermount College*Yatal, QLD | 2010

Currently Studying Areospace and Electrical Engineering and IT Queensland University of Technology Brisbane, QLD | 2015 - Current

WORK EXPERIENCE

Administrative Assistant and IT Support Dickensons Accountants | 2011-2012, 2014 - Current

As an administrative assistant and IT support personnel I was instrumental in helping Dickensons Accountants move from a physical archiving system to a completely paperless system, allowing for greater productivity and better performance form individuals and the entire work place. As IT support I work regularly with all members of the office and develop systems that allow for a more efficient work flow. I also am called upon regularly to liaise with outside entities to find solutions to fit the needs of the company.

Missionary *LDS* | 2012-2014

For a span of 2 years I was a full time representative of The Church of Jesus Christ of Latter Day Saints. During this time, I had varied roles which included daily communications with interested parties, preparing for and delivering trainings at meetings for other missionaries, with meetings varying in size from 8-26 other attendees. During these two years I spent 15 Months in a leadership position and was responsible for up to 26 other missionaries and their weekly effectiveness and productivity.

HONE 04 285 636 4

lasonm4130@gmail.com