

# 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	<div><div></div></div>
WordPress	<div><div></div></div>
JavaScript	<div><div></div></div>
Adobe Illustrator	<div><div></div></div>
Adobe Photoshop	<div><div></div></div>
PHP	<div><div></div></div>

## EDUCATION

### Graduated High School

Rivermount College  
Yatal, QLD | 2010

### Currently Studying Aerospace 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 from 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.

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