

Charlotte, NC
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Mathew McCabe

Highly motivated individual with the goal to work in a fulfilling career. Familiar with fast paced, communication driven work, I aim to share my experiences and learn alongside others, contributing to an organization which positively impacts and influences the world we live in.

EDUCATION

State University of New York at Oswego — *Master of Arts Strategic Communications*

- Analyzed, researched and produced social scientific information relevant to business and academics.
- Guest lecturing and teaching undergraduate communication materials.
- Succeeded in big business, small business, academic, and nonprofit communication.

State University of New York at Oswego — *Integrated Media and Social Networks Certificate of Advanced Study*

- Performed network research and analysis to stay independent and successful in expanding social media, and tech based communication field.
- Created and maintained social media, blog and content production.
- Produced and managed multimedia communication for small and nonprofit business.

State University of New York at Oswego — *B.A. Public Relations*

- Developed strong writing and interpersonal communication skills.
- Worked thoroughly in business and nonprofit organizational settings.
- Promoted teamwork and fast paced assignments with deadline focused work.

EXPERIENCE

Consolidated Claims Group — *Technical Writer*

March 2019- Current 40 Hours per week.

- Collect, Organize and prioritize findings of HVAC onsite damage assessments.
- Review and draft a critical analysis of damage, cause of loss, repair recommendation and pricing for HVAC loss claims.
- Provide professional customer service and technical recommendations to insurance adjusters who have requested consultation in their claims adjustment process.
- Maintain product consistency in a field where variable scope and special request can completely change best practices from case to case.
- Industry Leading knowledge and implementation of HVAC and refrigeration practice.

United States Small Business Administration Office of Disaster Assistance, Travel — *Public Affairs specialist*

November 2018- January 2019 40-50 Hours per week.

- Public speaking, assisting in preparing and disseminating media kits, and oral communications to target and key audience members.
- Constructed and maintained progress and financial logs while working remotely.
- Executed grassroots campaign to provide relief information to disaster survivors.

CADC LLC Political Consulting, Charlotte NC — *Field Organizer*

2018 Midterm campaign 85-90 hours per week

- Actively recruited, interviewed and hired canvass employees to populate the grassroots campaign.
- Scheduled and performed employee training and assessment classes.
- Developed and maintained logistics and communication network with on site work force to ensure canvasser safety, efficiency, productivity, and professionalism.
- Provided technical support for canvassers in field and maintained employee database.

Oswego Lifestyles Center, Oswego NY — *Social Media Health Promotions*

August 2017 - May 2018 20 hours per week

- Researched, edited and distributed weekly health publications to target audiences.
- Ran and developed blog, social media, and website to support campaign efforts.
- Developed relationships with a variety of campus organizations to collaborate on information, recruitment, and advertising.
- Mentored and graded two student committees in production/editorial process.

DAS Labs, American Fork UT — *Brand Ambassador*

April 2018- Present 2 hours per week

- Promoting health and wellness via social media by posting.
- Regularly using social media to market and distribute DAS products.
- Engage current and potential social media audience with sales and updates.

American Red Cross, Syracuse NY - *Campus Intern*

August 2014 - May 2015 15 hours per week

- Coordinated blood drive efforts with regional manager.
- Developed recruiting plan by coordinating with campus organizations.
- Created communication strategy to keep population informed about Red Cross Efforts.

Zink Shirts, Oswego NY — *Marketing Intern*

September 2015 - May 2016 15 hours per week

- Identify and make contact with potential clients of screen printing business.
- Engaged community through public relations events.
- Created multi-media campaign to digitally engage audience.

Additional Skills and Certificates

+Linked in Learning Active Python Usage

+Free Code Camp Java Development Course

Affiliations and General Interests

+Zeta Beta Tau Fraternity +Classical Music +Automotive Mechanics

+Golf +Health & Fitness +Community Service +HVAC +Computer Science