

Charlotte, NC
28277

(315) 529-6090
Matmccabe@gmail.com

Mathew McCabe

Highly motivated individual who is driven by a passion to make a positive impact on the people and world around me. I work confidently and smoothly in communication rich environments. I have a passion for working in teams, writing and technology.

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.
- Worked with computer mediated communication software with basic front-end development, database structuring and human computer interaction.

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.
- Developed and maintained basic front-end websites with html, css, and wordpress.
- Produced and managed multimedia communication for small and nonprofit businesses.

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.

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 the audience.

Additional Skills and Certificates

+Linked in Learning Active Python Usage
+Free Code Camp Java Development Course
+WordPress Development
-Adobe Suite Software

Affiliations and General Interests

+Zeta Beta Tau Fraternity +Classical Music +Automotive Mechanics
+Golf +Health & Fitness +Community Service +HVAC +Computer Science