

Mattingly I. Godek

Dover, NH

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EDUCATION

University of New Hampshire - Durham, NH

May 2017

Bachelor of Arts: Communication - Minor: Business Administration

SKILLS

HTML5, CSS, JavaScript, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Microsoft SQL Server Management Studio, Adobe Coldfusion

RELEVANT EXPERIENCE

Chauvin Arnoux Inc. d.b.a. AEMC Instruments – Dover, NH

October 2017 – Present

Web Designer (October 2018 - Present)

- Improved user experience and visual presentation in point of sale system using HTML5 and CSS
- Optimized data retrieval and overall site performance through SQL query modification
- Transition website enhancements from development and testing through production
- Led marketing transition to Constant Contact

Digital Media Coordinator (October 2017 - October 2018)

- Assisted in testing and launch of new corporate website including both product information and online store
- Championed, launched, and manage corporate social media presence
- Design print and digital ads using Adobe Creative Cloud

Black Duck Software – Burlington, MA

May 2016 – May 2017

Cultural Ambassador Intern

- Work with culture team to maintain a productive, collaborative, and fun work environment
- Led project to implement new digital information hubs throughout office to raise employee awareness about community-building opportunities
- Spearheaded the design of a corporate community service program
- Helped plan and execute sales kickoff for local and international members of the sales team

University of New Hampshire – Durham, NH

September 2014 – May 2017

Campus Activities Board Advertising Co-Chair (April 2015 - May 2016)

Campus Activities Board Event Chair and Contributing Member (since September 2014)

- Designed and produced event flyers using Photoshop, Publisher, and PowerPoint, leading to event attendance of 1000+
- Managed partnerships for signature campus events, driving contracting of performers, merchants, and event partners
- Nominated for Student Leadership “Rookie of the Year” Award (2015) and Donald F. Harley Scholarship (2016)

Office of the Memorial Union Reception

- Served as primary contact for visitors, handling inquiries about campus in a professional and courteous manner
- Created daily deposit log for potential use in future audits with Microsoft Excel
- Named Employee of the Month for October 2016

OTHER WORK EXPERIENCE

Dress Barn – Methuen, MA

August 2017 – November 2017

Stylist/Sales Associate

- Balance the needs of multiple customers to determine needs, assess, personal style, and find best-fit items simultaneously in a fast-paced retail environment
- Organized product displays to match current style trends for target customer segments and increase engagement with inventory

COMMUNITY AND VOLUNTEER WORK

Methuen Festival of Trees (2006 – Present), Relay for Life: Methuen/Greater Lawrence (2010 – 2013) and UNH (2014 - 2015), Girl Scouts of America (2000 – Present)