

Matthew Catalano

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Education

University of Massachusetts, Amherst—B.A. in Journalism *Amherst, MA—Graduation May 2024*

- Certificate in Professional Writing and Technical Communication
- 3.9 GPA, Dean's List all semesters

Relevant Coursework

- Created a 26-page print and digital instructional manual on the subject of Microsoft Word
- Wrote a feasibility study and 23-page grant proposal for the funding and creation of a hypothetical film festival in Amherst, MA
- Hand-coded a personal portfolio website using HTML and CSS

Minuteman Technical Institute *Lexington, MA—August 2020-August 2021*

- Completion of 900-hour Automotive Technology program

Experience

Technical Writer

Remote

Reposit

November 2023-present

- Overhauled and expanded Reposit's resource center, writing extensive software documentation for use by a diverse set of customers
- Wrote product specifications for new features
- Worked alongside product and engineering teams to workshop and develop new features designed to improve the Reposit platform

SEO Content Specialist

Dedham, MA

Rise Marketing Group

May 2023-September 2023

- Wrote SEO optimized articles and content for clients
- Wrote newsletters and provided copy for a variety of marketing material
- Edited video content for use on Rise Marketing's YouTube channel

Motorcycle Parts Manager

Boxborough, MA

Alphacars & Ural of New England

May 2021-August 2022

- Assisted customers in answering questions and concerns about complex motorcycle modifications and other important technical details via email and phone
- Managed Ural NE web store, including stocking product, maintaining supplier relationships, and shipping orders out in a timely manner

Skills

Hard Skills: Expert in Microsoft Office suite and Confluence, proficient in Atlassian suite, MadCap Flare, HTML/CSS, Adobe Illustrator, and Adobe Premiere. Strong writer in a variety of contexts. Intermediate knowledge of auto mechanics.

Soft Skills: Experience in a variety of work environments, from foodservice and manual labor to remote work. Strong collaborator and team player. Skilled at quickly understanding complex technical topics and translating them into simple language.