

Matthew Hayes Jacobs

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Education

New York University

September 2003 to May 2007

Bachelor's degree with a major in **Music Composition and Theory**, GPA 3.4

General Assembly

December 2013 to March 2014

Web Development Immersive - 12 week program on full-stack web development

Computer Skills

- Programming Languages: Ruby, JavaScript, HTML, and CSS
 - Frameworks: Ruby on Rails, jQuery, Sinatra, Backbone, Handlebars, D3
 - Databases: PostgreSQL

Experience

Rome Art Program

January 2013 to December 2013

- Administrator to summer study abroad program in Rome for art students
 - Responsible for daily email communication with students, answering general questions about the program
 - Organizing and tracking information about the applicant pool
 - Developing and executing email marketing campaigns
 - General website management; work with HTML and CSS regularly

Manhattan Commercial Realty

April 2011 to January 2012

- Consultant to realty company
 - Responsible for web marketing
 - General website management; worked with HTML and CSS regularly

The S File

June 2010 to July 2010

- Consultant to website start-up
 - Created a stylized website design that offered ease of access to social media (Twitter, Facebook, etc.)
 - Assisted in optimizing the web page to work effectively with search engines
 - Worked with CSS and HTML languages regularly

Grand Street Settlement - AmeriCorps

October 2009 to May 2010

- After school supervisor for inner city children aged K-12 for 1 school year
 - Helped with homework, computer and internet learning, recording music
 - Taught chess for grades K-12 once a week
- Assistant grant writer and administrative assistant for Grand Street Settlement staff
 - Led and created grant for obtaining Rosetta Stone Language Learning Software for the computer labs
 - Assisted writing a larger grant with the goal of obtaining school supplies from Staples

Matador Records/Beggars Group

January 2004 to October 2004

- Intern for the *Marketing*, *Music Videos*, and *Touring* departments at the music label, representing artists such as Thom Yorke, Interpol, Pixies, Pavement, and M.I.A.
 - Updated and organized the music video database
 - Organized VIP tickets for the 2004 Curiosa Music Festival