

MATTHEW R. MILLS

MATTMILLS@OUTLOOK.COM
(207) 333-2306

HTTP://MATTMILLS.INFO
HTTP://CRAFTBOARDS.NET

EDUCATION

NORTHEASTERN UNIVERSITY, BOSTON, MA
Bachelor of Arts Degree in Visual Arts, GPA: 3.58/4.00
Magna Cum Laude, Dean's List, Honors Program
Semesters abroad in Florence, Italy and Ballyvaughan, Ireland
30+ credits in Mechanical Engineering and 20 in Mathematics

AUG 2009

EXPERIENCE

CRAFT SKATEBOARD COMPANY, ANDOVER, ME
Artisanal Skateboard Deck Manufacturer
FOUNDER/DESIGNER

MAR 2010 – PRESENT

- Designed and marketed a novel skateboard product for emerging alternative market
- Developed manufacturing process in conjunction with local wood product manufacturer
- Recipient of 2012 Artist Visibility Grant from Maine Arts Commission

IACOLI & MCALLISTER, SEATTLE, WA
Boutique Product Design Studio
DESIGN INTERN

SEPT 2012 – OCT 2012

- Assisted with product assembly, order processing, and shipping

CAMBRIDGE CO-WORKING CENTER (C3) AT CIC, MA
Leading Coworking Center in the Greater Boston Area
CLIENT SERVICES ASSOCIATE

FEB 2012 – MAY 2012

- Role focused on community enrichment as well as responding to client issues
- Provided operational support by troubleshooting client hardware and software issues
- Coordinated with external contractors for maintenance and repair projects
- Guided tours of the facility for new and prospective clients
- Edited a weekly newsletter and produced content for social media
- Installed a live community tweet feed using a client LocaModa's technology

CAMBRIDGE INNOVATION CENTER (CIC), MA
Award winning flexible office facility for technology and life science companies
FACILITIES ASSOCIATE

OCT 2008 – JAN 2011

- Initiated and designed signage system for 75,000+ sq ft of new office and community space
- Design office layout on a per client basis, managed turnover schedule and maintenance
- Trained part-time workforce in client communication and carpentry techniques

STRENGTHS

SOFTWARE:

PHOTOSHOP
ILLUSTRATOR
INDESIGN
BRIDGE
SKETCHUP
FINAL CUT PRO
HTML5/CSS + JS

DESIGN:

COLOR THEORY
COMPOSITION AND LAYOUT
ITERATIVE CONCEPT GENERATION
DIGITAL MEDIA MANIPULATION
TECHNICAL COMMUNICATION

MATERIALS RESEARCH
MECHANICAL DESIGN
HAND SKETCHING
PHOTOGRAPHY
EMPATHY