

# Colleen Mathis

*Digital storyteller, content consultant, media producer, communicatrix.*

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[www.colleenmathis.com](http://www.colleenmathis.com)

## EXPERIENCE

### Freelance Media Producer, Manager

Colleen Mathis Media, 03/2010 – Present

- Digital image and video production with Adobe CC Suite
- Artist management: develop image and voice, publishing schedules
- Produce press releases, grant applications, marketing materials
- SEO, content, and social media consulting
- WordPress customization, web development, and administration
- Community management: Facebook Groups and Pages, Listservs

### Legacy Image Specialist, Founder

Exist in Images, 03/2014 – Present

- Scanning, restoration, editing, printing legacy images and ephemera
- Develop best practices in file resolutions, formats, and archives
- Web development, WordPress theme customization
- Design and produce web, print, and social media materials

### Web Developer I

WhitePages, Inc., 09/2007 – 05/2010

- Facilitate communication between Marketing and Engineering
- Front-end web development; Agile, Git, Dreamweaver, Bugzilla
- Create, troubleshoot and publish ads with Atlas ad server
- Standardize assets and create templates for high-revenue ad partners
- Teach colleagues to troubleshoot and fix common issues

### Administrative Coordinator

UWMC Department of Rehabilitation Medicine, 03/2005 – 09/2007

- Faculty support; edit peer-reviewed journal articles, presentations
- Maintain, update department websites, MySQL and Access databases
- Develop written content for inpatient and outpatient care
- Technical consulting on digital media and web publishing

### Media Editor, Webmaster

Bootleg Networks / BootlegTV, 03/2000 – 03/2001

- Log, edit, and optimize video footage; Transcribe crew journals
- Proofread and format administrative materials
- Webmaster; Design, develop, and launch new corporate website

## TECHNICAL SKILLS

- Adobe CC Suite
- Microsoft Office Suite
- Google Apps Suite / Analytics
- Agile, Git, Visual SourceSafe
- HTML, CSS, JavaScript, PHP
- Bugzilla, Jira, Toggl
- Audio Engineering, Audacity
- WordPress Customization
- DSLR Camera Systems

## PROFESSIONAL SKILLS

- Project Management
- Social Media Publishing
- Digital Media Consulting
- Community Management
- Copywriting, Scriptwriting
- Graphic Design, Layout
- Workshops and Presentations
- Event Coordination
- Client Management

## EDUCATION

### Bachelor of Theatre Arts

CWU – Ellensburg, WA

- Acting / Directing emphasis
- Work-study in marketing
- Theatre Club Organizer
- Freshman of the Year
- KCAT 88.1 DJ, show host

### High School Diploma

EHS – E. Wenatchee, WA