

# MATT LARSEN

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## PROFESSIONAL HISTORY

**EVERCORE** \_\_\_\_\_ May 2019 – present

*IT Consultant*

- User Experience Design for Intranet, Internet and internal device management including web pages, site map, icons and color selection.
- Monthly newsletter coordination, editing, graphic design, layout and revisions.
- Sharepoint website design and management.
- Internal electronic billboard design and management.
- Remote office work through collaboration tools including Messages, Slack and Remote Desktop.

**DESIGNER** \_\_\_\_\_ December 2012 – present

*Freelance*

- Site management, lobby display computer integration, HTML and CSS formatting for email newsletter, programming as school STEM volunteer.
- Display design and integration for financial investment corporation.
- Workshops for art and science outreach.
- Animation character design.

**UNIVERSITY OF ILLINOIS** \_\_\_\_\_ October 2004 – November 2012

*Network Administrator*

- Created workshops integrating hardware and software to the University system.
- Designed, budgeted and implemented equipment and software updates through external and University-designated vendors.
- Wrote and integrated wiki-style documentation.
- Trained staff for continuous support.
- Remote and on-site system maintenance.
- Established friendly dialog, training and meetings for managers and non-technical users.
- Modified hardware including customized laptops and open source disk imaging server.

**FREELANCE DESIGNER** \_\_\_\_\_ September 1997 - October 2006

- Website and advertising design and support.
- Designed and produced professional events.
- Wrote, directed and edited award-winning videos.

**THE WILSON-DOW GROUP** \_\_\_\_\_ February 2002 - October 2003

*Production Assistant*

- Creation of proposal documents and internal marketing.
- Catalogued library for electronic and analog media.
- Designed and adapted graphics for output in web, print, CD and DVD format.

**MURRAY JOHNSTONE INTERNATIONAL, LTD.** November 1998 - July 2000

*Designer*

- Aggregated and designed sales presentations and client reports.
- Advised sales staff on computer and connection issues.
- Designed domestic website.

**COMEDYSPORTZ CHICAGO** July 1998 - July 2007

*Performer and Instructor*

- Improvisational and scripted performances and character events.
- Wrote and directed children's shows including "The Paper Spaceship" and "Kid Mystery."

**LAKESHORE STAFFING** August 1996 - October 1998

*Receptionist / Designer*

- Transitioned from part-time receptionist to graphics consultant.
- Adapted client logos for on-site reports and presentations.
- Designed, animated and edited PowerPoint presentations.

**GTG CONSULTANTS, INC.** December 1994 - April 1996

*Office Assistant*

- Maintained and updated MS Access database.
- Wrote, formatted, edited and distributed architectural consulting reports and company newsletter.

## EDUCATIONAL HISTORY

Miami University, Oxford, OH

Bachelor of Arts in English, August 1994

GPA: 3.6/4.0 (Dean's List 5 semesters)

ImprovOlympic / iO Chicago

Second City Chicago

ComedySportz Chicago

UCB NY

References are available upon request.