

Microsoft Office - 100%  
Microsoft Excel - 97%  
Microsoft Powerpoint - 95%  
Microsoft Word - 100%  
Microsoft Office Assistant - 97%  
Microsoft Works - 87%  
Microsoft Publisher - 92%

# **Matthew Kane**

832-515-7492 [mkane045@gmail.com](mailto:mkane045@gmail.com)  
Currently Residing in Burbank California  
453 E. Orange Grove Avenue, 91501

## **Skills, Competencies and Equipment**

Proficient in Macintosh and Windows operating systems, Microsoft Office, Final Draft, File Maker Pro, Photoshop, Illustrator, Final Cut Pro, Avid, Adobe After Effects, InDesign.

## **Education**

**Stephen F. Austin State University**, Nacogdoches, Texas **2010- 2013**  
**Bachelor of Fine Arts, Cinematography, Emphasis in Digital Media** **(Graduated)**  
**GPA: 3.25**

## **Professional Experience**

**Sendit Productions**, Dallas, Texas, Long Beach, California **2013**  
**Office Assistant**

- Planned and coordinated operations for events.
- Collaborated with department associates regarding procedures and policies.
- Responsible for filing, preparing documents, layouts, and uploading of content.

**Woods Edge Community Church Ministry**, Houston, Texas **2012-2013**  
**Office Administrator**

- Assisted management in development of presentations for on and off site ministries.
- Assisted in meetings for testimonials, answered phones, responded to queries.
- Provided hospitality to visiting members and associates.

**Banzai Productions**, Nacogdoches, Texas **2011-2012**  
**Office Manager**

- Planned and outlined tasks and procedures for operations.
- Prepared leases and permits for locations, prepared weekly budget and status reports.
- Maintained calendar for upper level management, coordinated video shoots.

**YMCA of the Greater Houston Area**, Houston, Texas **2006-2008**  
**Administrative Assistant**

- Organized documents and coordinated events for youth camps. Assisted the manager with member registration, displayed proven ability of customer service skills.
- Presented rules and regulations to staff and members.
- Responsible for delivering high level of support in office and administrative functions.
- Facilitated scheduled meetings, and managed calendar.

## **Extra Curricular**

Eagle Scout (2007)

Attended BSA from **1999 - 2007**

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