

Matthew R. O'Neal

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171 S. Normandie Ave. #114 Los Angeles, CA 90004

Work Experience:

- *Nestle USA*: Receptionist, Office Coordinator: (2009 – Present) Glendale, CA
Work within the facilities department to provide administrative support to the Nestle USA corporate headquarters and its two thousand employees. Duties include answering phones, greeting clients, scheduling meetings, and troubleshooting telecom issues for the company's IT helpdesk. Additionally responsible for coordinating first response during medical emergencies.
- Freelance Editor, Production Assistant: (2008 – Present) Los Angeles, CA
Periodically perform video editing, production assistant and office assistant duties on a short term basis for clients throughout the Los Angeles area.
- *Ad Delivery*: Messenger (2008 – 2009) Los Angeles, CA
Was responsible for picking up, transporting, and hand delivering high value, time-critical assets. Worked exclusively within the entertainment industry; delivering to post houses, film studios, and executive residences.

Additional Experience:

- *The Truth About*: Intern Editor. (2008) Santa Monica, CA
Assisted the staff editor in assembling short web video documentaries featuring local experts on various topics. Cut and keyed green screen interviews, procured stock footage, added graphics, and encoded and quality checked the finished videos.
- *Innovative Edit*: Intern (2007) Indianapolis, IN
Worked with all departments as an intern for an Indianapolis based media production company. Duties included covering the front office, logging and transcribing tapes, managing the media library, and other tasks assigned by the producer.
- *Random Acts*: Student Executive Producer. (2006 – 2008) Indianapolis, IN
Co-created an original sketch comedy series as a student-run collegiate level class. Supervised the production of over forty videos for new media. Worked in every aspect of the show's operation over the course of three years; including as a writer, director, shooter and editor. Routinely managed a crew of six to eight students and was responsible, along with the other producer, for evaluating the overall performance of the group, and providing a grade to the faculty.

Hardware/Software Skills:

- Telecommunications – Avaya/Cisco Multi-Line Phones
- Business – Microsoft Office Suite
- Database Management – FileMaker Pro, Excel, MS Access
- Digital Arts – Adobe Creative Suite, Avid Media Composer, Final Cut Studio
- Operating Systems – Windows and Macintosh
- VTR Decks – DigiBeta, Betacam SP, DVC Pro, MiniDV/HDV

Education:

Bachelor of Arts in Electronic Media with Departmental High Honors
Minor in Communications Studies
Butler University: Indianapolis, IN

May 10th , 2008