

Matthew Kuhs

AREAS OF EXPERTISE

SKILLS AND ATTRIBUTES:

- Exceptional leadership, teambuilding, training and motivational capabilities
- Active member of PRSSA, San Jose State University
- Computer proficiency with .Net Framework, SQL and Windows, Excel, MS Office applications and Adobe Creative Suite
- Internet web design – HTML, Flash, ASP & PHP with MYSQL Databases
- Lee Jon Tae Kwon Do – Blackbelt – Volunteer instructor

EDUCATION

San Jose State University – Undergraduate Public Relations – Expected Graduation Date: Fall 2012

San Jose, California

Bellarmine College Preparatory – High School Graduation - Diploma (May 2008)

San Jose, California

EMPLOYMENT

Associated Students, SJSU (SAN JOSE, CA) MULTIPLE POSITIONS HELD 6/2009 – Present

Assistant Event Coordinator II 7/2010-Present

- Assist and/or lead in the creation, coordination, and execution of core A.S. annual events, regular event series, and partnership events.
- Work with student organizations, university departments and campus organizations in the creation and execution of partnership events
- Collaborate with marketing staff to brand and promote events.
- Coordinate event vendors (i.e. performers, caterers, audio visual, equipment rentals)

Marketing and Events Associate 6/2009-7/2010

- Managed client campaigns by creating custom marketing tailored to each event or promotion.
- Wrote and electronically distributed media advisories and newsletters for upcoming events and updates to campus newspaper and other publications
- Planning and executing special events on San Jose State Campus such as the Metro Fountain Blues Festival as well as other events

Systems Administrator/IT Technical Support St. Leo the Great School 5/2011 – Present

Major Functions: Manage/maintain support and functionality of computer systems at K-8 school. Diagnose and solve computer issues with teachers and students. Assist with new technology efforts with faculty and staff. Manage and create google, edline and active directory accounts for students and staff.

Webmaster/ Web Marketing Metro Fountain Blues Festival 5/2011 – Present

Major Functions: Designed, developed and implemented fully functioning web site built on wordpress. Managed social media marketing on facebook, twitter and flickr.

Music in the Park Intern San Jose Downtown Association 5/2010 – 8/2010

Major Functions: Worked alongside the series producer, helped with day-of-event logistics, vendor management, and promotions. Assisted hospitality manager in day of operations, and helped partnering organizations and sponsors with setup procedures.

Technical Support Holy Family School 8/2009 – 5/2010

Major Functions: Assisted IT administrator in computer issues. Diagnosed and resolved issues with staff and student computers.

Office Assistant American Labor Pool, Inc. (San Jose, CA) 7/2005-8/2005, 6/2006-8/2006

Major Functions: Assisted with daily office functions of a staffing agency during the summers of 2005 and 2006.

Major project: Designed, created and implemented company-wide MSDS Manual under the supervision of the branch manager.

Webmaster American Labor Pool, Inc. (San Jose, CA) 7/2005 – 12/2006

Major Functions: Created and implemented a full function website (www.americanlaborpool.com)

Upon website completion, promoted to webmaster. Updated American Labor Pool website and intranet weekly with company data and information
