

Matthew Mata

matthewm244@gmail.com • (773) 756-8444 • matthewmata.com

Permanent Address:

1616 S Allport
Chicago, IL 60608

PROFESSIONAL EXPERIENCE

NBC Midwest News Bureau, Chicago, IL

Bureau Intern

June 2019- August 2019

- Assisted reporters & producers in researching & logging video
- Contacted local officials, courthouses, and other personnel to confirm information
- Shadowed producers as they created packages – editing VO/SOT's shots
- Shot man on the street interviews
- Further developed skills and understanding in Media Central & News Connect

WTW Chicago Tonight, Chicago, IL

News Production Intern

August 2018- December 2018

- Assisted reporters & producers in researching & pitching story ideas, logging video, & booking guest (ensured their satisfaction when in studio)
- Curated FOI request, seating charts, rundown, and scripts for the daily live & weekly pre-tapped news cast
- Shadowed producers as they created packages – editing VO/SOT's shots
- Assisted director as Assistant directing *Chicago Week in Review* shows
- Developed skills and understanding of iNews and Media Central programming

Catholic Charities Community Outreach & Development, Chicago, IL

Office Assistant

June 2018- August 2018

- Completed a wide array of special projects to help address needs of identified Service Area & communities
- Received & reviewed a large number of documents & files for designated programs within detailed knowledge of department's needs
- Maintained & managed file databases for all agency team members
- Supported in coordinating fundraisers while collaborating with a variety of departments
- Archived all material & organized files of employee information to maintain accurate consistency

City Hall, Chicago, IL

Aldermanic Communications Intern

June 2018- August 2018

- Collaborated with community organizations, members, & city officials on local issues that directly impacted residence within the community
- Led in-depth research efforts & drafted city resolutions to be presented at city council meetings
- Led drafting initiatives for all press releases & maintained social media platforms - Facebook & Twitter
- Used my fluency in Spanish to aid residents with their concerns

Rich Table LLC, San Francisco, CA

December 2016- May 2018

Social Media Intern

- Developed & piloted new branding campaigns for Rich Table LLC through social media that increased engagement 24% over a 45 day period.
- Controlled, produced & edited new content across various social media platforms
- Led all day-to-day performance & optimization by interpreting & analyzing platform's analytics for each campaign
- Coordinated & piloted influencer campaigns that collaborated with Michelin star chef-owner within the Bay Area

EDUCATION

Loyola University, Chicago, IL

2018- Present

Bachelor of Arts & Sciences; Major: Journalism

- Expected graduation date May 2020
- Developed Adobe Premiere Pro & Photoshop skills & Audacity software
- NAHJ 2019 Scholarship recipient & Deans List 2019 & Loyola Phoenix Contributor

University of San Francisco, San Francisco, CA

2016- 2018

Bachelor of Arts & Sciences; Major: Communication Studies

- **Minor:** Journalism
- 2016-2018 Academic Deans List
- Honors College of Humanities
- USF Foghorn – student newspaper contributor

Walter Payton College Prep, Chicago, IL

2012-2016

- GPA 4.36/5.0
- Recipient of 2016 Walter Payton Principal Award
- McCormick Foundation Journalism Awards (4) 2016
 - Editor-in-Chief of Payton PawPrint
- 2016 Walter Payton Principal Award- Curiosity, Character, Courage, & Compassion