



84 Summer Street
Watertown, Massachusetts 02472

860.558.1939
matt@mrayel.com
www.mrayel.com

Summary

Over nine years of combined project management, marketing, email marketing, web design & development, and print design/coordination experience; Has established trust and a great rapport with teammates, clients, and management; Delivers high quality solutions, on time and within budget; Recipient of the CB Richard Ellis/New England "Staff Person of the Year" award; Adds value to the company by striving for the most efficient workflow possible.

Experience

12.07 – present

CB Richard Ellis, Boston, MA

Senior Marketing Project Manager

- Responsible for driving the execution of product marketing production within scope, timeline and budget allotted by the Director of Marketing & Client Services. Plan, organize and manage the flow of work in a fast-paced environment that is constantly changing.
- Manage marketing project scheduling, progress and completion, ensuring accuracy while continually updating senior team members with status reports.
- Prepares project documents: project plan and schedules and obtains appropriate level of approval for each document for projects to ensure appropriate understanding of expectations among all involved organizational levels.
- Possess a strong eye for maintaining brand consistency through all marketing collateral.
- Impeccable communication skills (listens, speaks, and writes well); able to interact effectively with people of various responsibility and authority (employees, key contacts, executives, etc.)
- Maintains a wide scope of vendor relationships.
- Highly proficient using technology including Adobe Creative Suite, MS Office, internet applications, etc.

12.06 – 12.07

Graphic/Web Specialist

- Produced a multitude of print, web, and email marketing materials for new business development, property sales and leasing, internal collateral, ads, etc.
- Initiated and aided in the completion of the department wide (New England) upgrade from Quark 6.0 to the Adobe Creative Suite

01.04 – 12.06

Marketing Associate

- Assisted internal clients with presentation material for new business development, property sales and leasing
- Created internal webpage to aid in management of 100+ HTML formatted email marketing campaigns

04.02 - 07.03

New Wave Industries Inc., Newington, CT

Web Designer

- Provided web needs for a five man operation that worked with 10-20 clients a month
- Designed and developed front-end website interfaces and Flash site introductions for a variety of companies throughout New England.

Computer Skills

Accustomed to both Mac and Windows operating systems.

Adobe: InDesign; Photoshop; Dreamweaver; Illustrator; Acrobat; Bridge; InCopy

Web: HTML; XHTML; CSS; Action Script

Microsoft: Word; Excel; PPT; Outlook

Other: Flash Decompiler 2.0; Swift 3D; Swift Chart 3 Pro; Audacity; QuickTime; Quark Xpress 6.0; Google Maps; Google Earth

Education

1998 – 2002

B.F.A. Graphic/Information Design

Central Connecticut State University, New Britain, CT

* References and portfolio are available upon request.