

MATTHEW KEEFER

Email: MKeefe007@gmail.com,
Website: www.mattkeefe.com
Cell: (401) 835-2911

SUMMARY OF QUALIFICATIONS:

- Ability to meet weekly deadlines, as dictated by newspaper convention
- Concise writing style, as dictated by newspaper convention
- Proofread newspaper journalists' articles
- Adhere to Associated Press conventions
- Word processing and Internet skills:
 - Openoffice, MS Word, Powerpoint, Access, Excel office skills
 - Twitter.com, MySpace.com, Facebook.com media skills
 - Ebay.com and Craigslist.org skills
 - Word processing: 50+ wpm

PROFESSIONAL EXPERIENCE:

Freelance Writer/ Blogger, (1/09 - present)

- Produce articles for publication in Newport Mercury Magazine
- Maintain current music blog (www.mattkeefe.blogspot.com), 2-3 posts per week
- Contact talent Public Relations to arrange for reviews, interviews
- Conduct artist interviews, prepare and edit CD reviews

Administrative Assistant, Coastal Financial Group

- Island Tax Associates, (7/09 - 10/09)

- In charge of various office duties including answering phones, preparing mailings, billing clients, and filing
- Updated client database

Editorial Assistant, Mercury Magazine, Newport, RI, (4/08 - 12/08)

- Produced average one article/week, "Do" section, and updated "See/Hear" listings
- Produced features and arts coverage
- Scheduled photographer for articles
- Prepared weekly mailings to writers and featured artists

Substitute Teacher, Bristol and Portsmouth School Districts,

Bristol, RI, Portsmouth RI, (12/05 - 12/07)

- Substitute teacher for high-school English class
- Compared school and teacher resources to produce students' assignments
- Organization skills include: creating lesson plan, creating calendar of assignments, developing and scheduling tests, maintaining grades for 80+ students, etc.

EDUCATION:

BA English, 2005,
University of Wisconsin at Madison
Graduated with a 3.5 GPA. Transcript available upon request

HONORS:

- Dean's List
- Letters & Sciences Honors
- Member: Phi Eta Sigma Honors Fraternity
- Member: National Honors Society
- Member: National Society of Collegiate Scholars
- Member: Mensa

RELATED SKILLS AND HOBBIES:

- Maintain active music blog (www.mattkeefe.blogspot.com)
- Maintain active MySpace and Twitter sites
- Founder of Providence Writers Group
- Active cyclist
- Friday Night Magic Card participant

REFERENCES AVAILABLE UPON REQUEST