

R E S U M E

matthewmauck@gmail.com | **Linked** 

Cover Letter:

Matthew Mauck
Web Designer and Videographer
6510 Frankfurt Rd.
Ooltewah, TN 37363

Attn: Hiring Manager

I am writing to express my interest in a full-time position with your organization. With more than 20 years of experience in marketing, creative services, multimedia production, and brand development, I have built a career focused on transforming ideas into compelling visual and digital experiences that engage audiences and support organizational goals.

While my management experience has included leading a small team, my career has been defined by collaborating with executive leadership, marketing professionals, vendors, and cross-functional stakeholders to bring complex projects from concept to completion.

I am a hard working, career minded individual who is very anxious to work with a forward thinking and innovative company with opportunities for growth.

Thank you for your consideration.

Sincerely,
Matthew Mauck
matthewmauck@gmail.com
901-270-8869

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matthewmauck@gmail.com | **OBJECTIVE:**

To work in a creative, challenging environment where I can build a stable, promising career as a valuable member of a growing organization.

EDUCATION:

Bartlett High School - Class of 94'

State Technical Institute of Memphis - 94' - 97'

Graphic Arts Technology - Desktop Publishing & Graphic Design

QUALIFICATIONS:

My experience as a web designer and project manager required interaction with clients on a daily basis. As a project manager, strong communication and problem solving skills were a must when managing a team of developers, copywriters, and designers.

Software:

- Photoshop
- Adobe Illustrator
- Adobe Premiere
- Adobe Audition
- Adobe InDesign
- Microsoft Word
- Wordpress

Coding Languages:

- HTML
- CSS

EXPERIENCE:**Polymer Industries**

Multimedia Designer & Marketing Specialist

4/25 - 7/26

In this hybrid creative and technical role, I supported internal communications, marketing, and product visualization across multiple platforms. I produced a wide range of digital and print media while managing web content and contributing to company branding initiatives. My work directly enhanced employee engagement, sales materials, and visual storytelling throughout the organization.

I regularly collaborated with teams across departments to deliver high-quality visuals, maintain brand consistency, and meet tight deadlines. By integrating tools like AI into my workflow, I improved efficiency and expanded creative capabilities across projects.

Key Responsibilities & Achievements:

- Designed marketing assets including full-page magazine ads, product brochures, and sales presentations
- Redesigned 40 product brochures to modernize and improve visual consistency with current offerings
- Managed and updated multiple WordPress websites, ensuring faster load times and accurate content
- Created and distributed email campaigns using Constant Contact
- Produced video content featured on plant breakroom TVs
- Captured professional photography for employee highlights, events, and marketing needs
- Operated drones to capture aerial photo and video of facility operations and construction progress

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- Developed 3D models for office furniture to be built in-house and used throughout the organization
- Collaborated with internal Fabrication Team to visualize custom-built furniture
- Posted job openings and supported recruitment efforts via Indeed and social media platforms
- Leveraged AI tools to streamline creative workflows, generate ideas, and assist with coding projects
- Built a custom weather display application using NOAA RSS data for internal use

Tennessee Woodcraft

01/23 - 04/25

Owner/Operator

- Built furniture, company signs and craft items to sell.
- Collaborated with clients on design
- Offered CNC and laser engraving services

Youth Villages
Senior Web Coordinator and Multimedia Specialist

03/17 - 12/23

- Designed and managed five to seven websites daily.
- Coordinated with various team members, directors, and officers locally and within multiple states to satisfy any new changes with respect to associated areas of our websites.
- Responsible for most photography and video content related to the website.
- Coordinated with multiple team members to produce effective content using professional photography, video, audio and lighting gear.

Mauck Media
Freelance Web Design, Video Production and Photography

07/12 - 03/17

- Sell and retain new web, photography, and video based work.
- Coach the client through the process of building their online presence while paying close attention to their time line and budget.
- Design, develop, and edit client websites or online videos
- Product and staff Photography
- Cross platform testing
- Migrate from existing servers to new servers (when necessary)

Valeo Design & Marketing
Lead Web Designer/Project Manager

08/06 - 07/12

Designed, developed, and managed websites for clients on multiple platforms including: Wordpress, Joomla, Insite, and Black Baud Net Community. I collaborated with clients on a day-to-day basis to complete many web based and email marketing projects. Prior to starting on development for client projects, I was responsible for setting up new client sites on test servers and installing a variety of Content Management Systems. I also worked with the owner regularly to develop internal branding and marketing efforts. My job often required supervision over several outsourced, off shore teams to complete projects.

Final Source*Web Designer*

03/04 - 08/05

Final Source is a hosted Microsoft Exchange email provider who offers web design services for their clients. My responsibilities included designing, developing and managing websites using content management systems. I also worked closely with the owner to develop internal branding and marketing.

Comprint*Desktop Publishing & Design*

05/00 - 08/02

Designed and produced a wide range of print and marketing materials, including catalogs, flyers, menus, advertisements, business cards, and posters. Collaborated closely with clients, vendors, and internal staff to manage projects from concept through production and ensure all materials were completed accurately and on schedule. Managed the company's in-house branding and marketing initiatives, developing creative materials that maintained a consistent and professional brand identity.

Tennant Quality Printing*Desktop Publishing & Design*

08/98 - 05/00

Developed and executed creative concepts for a diverse range of print and promotional materials, including catalogs, brochures, flyers, advertisements, business cards, posters, and other marketing collateral. Collaborated with clients, production staff, and outside vendors to coordinate projects, resolve issues, and ensure quality deliverables met established deadlines. Oversaw the company's internal branding and marketing efforts, creating cohesive visual communications that strengthened brand recognition and supported business objectives.