

# MATTHEW REED

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## PROFESSIONAL SUMMARY

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Motivated professional, skilled at building strong working relationships with fellow staff, supervisors and community stakeholders. Talented worker and strategic planner possessing a solid understanding of government and communication sector. Dedicated worker with extensive experience in media relations and special event planning.

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## CORE QUALIFICATIONS

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- Analytical Sound
- Exceptional organizational skills
- Exceptional writer
- Strategic planning
- Exceptional problem solve
- Skilled multi-tasker
- Focused and driven
- Dedicated team player
- Research

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## EXPERIENCE

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### DEWEY SQUARE GROUP

Washington, DC

#### Associate, State & Local Affairs

04/2018 to Current

- Planned and organized corporate media strategies and other special events.
- Worked with management to identify trends and developments that might influence PR strategies.
- Complied daily news clips pertaining to clients.
- Researched and analyzed information for clients and team members.
- Drafted briefing memos and other correspondences client events, media interviews and travel logistics.

### HUMANTIES OF CONNECTIONS-ATT

New York, NY

#### Social Media Team Member

03/2018 to 03/2018

- Planned and organized social media's approach at event.
- Draft and posted updates on social media.
- Planned and organized gift bags for the event.

### SOUTHERN STRATEGY GROUP

Baton Rouge, LA

#### Staff Intern

06/2015 to 06/2016

- Assisted with the execution of government affairs strategies between local corporations and state legislature.
- Drafted numerous reports for clients weekly at the firm.
- Prepared and submitted an annual report on the finances and administrative activities of the city.

### DNC WINTER MEETING

Washington, DC

#### Volunteer

03/2018 to 03/2018

- Assisted with sign in and other staff work.

### SOUTHEASTERN LOUISIANA UNIVERSITY

Hammond, LA

#### Intramural Soccer Supervisor

09/2017 to 11/2017

- Coordinated scheduling and field and facility use with the activities office.
- Organized referee scheduling and payment periods.
- Supervised referees and oversaw soccer matches.

### THE BIG EVENT (SELU)

Hammond, LA

#### Chairman, Operations Committee

11/2016 to 04/2017

- Overseeing the development of The Big Event.
- Mentored, coached and trained numerous team members.
- Monitored project schedules for the community service project.

**THE NATIONAL SOCIETY OF SUCCESS AND LEADERSHIP (SELU)**

Hammond, LA

**Member**

08/2016 to 12/2017

- Implemented ways to better ourselves through leadership workshops.

**STUDENT AUXILIARY BOARD (SELU)**

Hammond, LA

**Member**

08/2016 to 12/2016

- Main job is to make sure students concerns are met by the school's directors.

**INTER-FRATERNITY COUNCIL (SELU)**

Hammond, LA

**Vice President of Community Relations (Volunteer)**

11/2015 to 08/2016

- Prepared briefings for weekly meetings.
- Created numerous press releases per week.
- Devised optimal communications strategies to reach fraternities on campus
- Planned and publicized events.

**SMOOTHIE KING**

Gonzales, LA

**Cashier**

05/2015 to 08/2016

- Responsible for the cleanliness work area.
- Issued receipts for purchases and gifts.
- Unboxed new merchandise.
- Rotated stock to maintain freshness.
- Assessed customer needs and responded to questions.

**THE BIG EVENT (SELU)**

Hammond, LA

**Team Leader (Volunteer)**

04/2015

- Coordinated the scheduling for the community service project.
- Collaborated with community leaders, organizations and public agencies to promote the organization's community service programs.
- Identified maintenance and safety issues at program facilities and coordinated repairs.

**STUDENT GOVERNMENT ASSOCIATION (SELU)**

Hammond, LA

**Senator for College of Arts, Humanities, and Social Sciences**

08/2014 to 05/2016

- Drafted bills beneficial to Southeastern.

**DELTA TAU DELTA FRATERNITY (SELU)**

Hammond, LA

**Chairman, Public Relations**

08/2014 to 05/2015

- Cultivated positive relationships with the community through public relations communication and social media.
- Managed all media and public relations issues.

**STUDENT GOVERNMENT ASSOCIATION (SELU)**

Hammond, LA

**Appropriations Committee Member**

04/2014 to 04/2016

- Determined best short- and long-term tracking methodology.
- Prepared financial and regulatory reports required by Student Government.
- Monitored and allocated money for the association.

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**EDUCATION**

2013

**Ascension Catholic High School**, Donaldsonville, Louisiana

**BACHELOR OF ARTS: COMMUNICATIONS**

2018

**Southeastern Louisiana University**, Hammond, LA, United States

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**HONORS**

- \*Dean's List - Fall 2014, Spring 2015, Fall 2015.

- References made available upon request.