

# Matthew Paul Swift

VISUAL RESOURCE LIBRARIAN

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<http://www.nicolettecinemagraphics.com/mattswift/portfolio>

487 East Oakland Avenue • Columbus, Ohio 43202

## **Objective**

My occupational and educational experiences have provided me with the ability to produce, edit, analyze, organize, distribute, and preserve multiple types of media. I am seeking a position that will allow me to utilize these skills to the best of my abilities.

## **Professional History**

### **Multimedia Specialist**

*Nicolettecinemagraphics* 5/2003 - Present

Execution of multimedia projects from pre to post production including writing, camera work, linear and non-linear editing, animations, flash, graphics, DVD distribution, streaming internet video creation, photography, web design, print design, and digital restoration. Consultant for audiovisual and digital media projects for business and residential clients. Consultation includes proposals for video and photographic, multimedia software packages, digitization workstations and database software.

### **Associate Developer**

*WorkflowOne* 5/2008 – 6/2008

Development of new and troubleshooting of existing variable mass mail graphic campaigns using a combination of data management, Microsoft Access database tools, XMPie's Qlingo and SQL for variable plan design and graphic design in a preflight environment for electronic and print productions. Familiarity with information access models including the development and use of file management systems, information storage and retrieval systems, relational databases, research strategies, query development, user interaction and preservation of information.

### **Regional Digital Print Technician**

*Grimco Inc.* 2/2008 - 5/2008

Hardware and software support technician for large format printers and print production software in Great Lakes region. Hardware and software support technician for large format printers and print production software in Great Lakes region. Specific duties entailed on location and remote customer training, installation, repair and troubleshooting both for printers by Mimaki and HP, as well as software by Mimaki, Flexi, Onyx and Adobe CS2 products.

## **Education**

### **Master's of Library and Information Science**

*Kent State University*

December 2007

### **Bachelor of Arts**

*Double Major/ History of Art and Film and Media Studies*

*Ohio State University*

August 2005

## **Professional Affiliations**

Beta Phi Mu/ Library and Information Science Honor Society

OHIODIG- State of Ohio Digital Librarians, Archivist and Allied Professionals

## **Workshops**

All About AV Collections - Attendance Fall 2007

Metadata for Digital Collections - Attendance Spring 2007

Digital Imaging – Attendance Spring 2007

## **Presentations**

Building a Greenstone Database

Defining Digital Libraries

Electronic Media Preservation

Video from Analog to Digital

What are Digital Object Identifiers?

## **Digital Projects Intern**

*Columbus Museum of Art 8/2007 - 12/2007*

Planning and management of a digitization project for newly acquired and pre existing collections. This project incorporated handling and digitally photographing of over 400 pieces of art, preparing acquisition reports, populating metadata fields in the museum's collection management software, researching copyright and provenance, and providing recommendations for the museums digitization needs.

## **Office Assistant/ Lab Monitor**

*Kent State University 1/2007 - 12/2007*

Desktop computer support for faculty staff and students in the form of software, hardware, scanner, printer, and copier troubleshooting, application training assistance, basic computer hardware training assistance, network troubleshooting for mobile laptop classroom setup. Administrative duties for faculty staff and students at Kent State University which included handling office phone system, answering university related questions, creating informational materials, scheduling of student lab monitors, processing of university sensitive information and management of university mail boxes.

## **Media Specialist Intern**

*Classroom Services/ Ohio State University 9/2003 - 8/2007*

Independent research, cataloging, handling and projection of DVD, VHS, and 16M film collection. Establishing a ranking system for quality control of media collection which was used to determine replacement needs or reconditioning. Support for faculty and staff during the retirement of the approximately 16,000 16mm film collection in the form of making new contacts for preservation possibilities and managing the transportation of salvageable films to a secure location.

## **Library Assistant**

*Upper Arlington Public Library 6/2006 - 1/2007*

Provide services to patron including but not limited to, troubleshooting and training on computer systems, multimedia software, online public access catalog, internet usage, research for patrons information needs, organizing displays, organizing collection and filling patrons request via reserve system.

## **Image Specialist Intern**

*Huntington Archive- Ohio State University 6/2004 - 3/2005*

The physical and digital cleaning, sorting and scanning of art historical images, using Apple G4 computers, Adobe Photoshop CS and other Apple software for the creation of the largest online database of Asian and Indian artworks. This position consisted of a complete image creation workflow demanding attention to detail during every phase which included but was not limited to; Physical organization and quality control of photographic image, slides, and metadata; digital correction of image flows using standard procedures for creating archive and web usage files; file management for the proper creation and function of database index files.

## **Technical Skills**

Adobe Photoshop, Adobe InDesign, Adobe Premiere, Adobe Encore DVD, Adobe Acrobat, Adobe ImageReady  
Microsoft Word, Excel, Access, PowerPoint, Outlook, Publisher and FrontPage  
Pinnacle Studio DV  
Vegas video software  
Sorenson squeeze  
iMovie  
Dreamweaver  
Macromedia Flash  
Windows 98, NT, 2000 and XP  
Mac OS X and Classic  
Quickbooks Pro  
Anybooks  
HTML, CSS, Java, SQL  
XMPie, QLingo  
Bulk Mailer  
IBM AS/400  
LAN and WLAN Setup and Troubleshooting  
PC and MAC Hardware, Installation, Removal, Troubleshooting  
Broadcast Quality and Consumer Video Cameras/  
DVD, Mini DV, HDD, VHS, Canon, Sony, JVC and Panasonic  
Digital and Film  
Photographic Cameras/  
Nikon, Canon, and Minolta  
Studio and On-location Lighting  
Analog to Digital Conversion  
Equipment for/  
Data Tapes, Magnetic Tapes, Flexible Film, and VHS  
Flexible Film, DLP, and LCD  
Projection Equipment  
Polycom Video Conferencing System  
Dublin Core, VRA  
Greenstone Virtual Library Software  
Content DM  
Dialog