

Matthew Strumpf

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SUMMARY

I have many years of experience in education, managing volunteers and staff, and developing programs. I have worked with all types of technology from television studios to 3D printers and I have lead teams of people from diverse backgrounds and with varied skills. I have also help people achieve their potential through mentoring and positive role modeling.

SKILLS

Management: supervision of staff and volunteers, training of staff and volunteers, working with diverse populations, customer service

Universal Design: accessibility issues, assistive technology, sighted guide, equipment adaptation

Informal Education: presentation, interpretation, workshops, activity facilitation, one on one training, teen mentoring

Technical: computer support and maintenance, 3D printing, user interfaces, video production

Computer Systems: PC, Mac and iPad systems, DOS to Windows 10 and OS 9 to OSX, iOS, Chrome OS, distribution and use of iPads and Chromebook in a school environment, Office suites including Word, Excel, PowerPoint, Google Apps for Education, Adobe Creative Suite, Filemaker, Quickbase, Final Cut Pro, HTML, Site Kiosk, basic scripting, Dragon and comfortable learning anything new

WORK EXPERIENCE

2015- **Building Technology Paraeducator** Mill Pond School, Westborough, MA

- Maintained the proper operation of technology in the teaching and learning environment for teachers, students, and administrators by support building technology programs and initiatives, managing technology resources, and troubleshooting technology problems.
- Provided high quality customer service to help students, teachers, and administrators communicate and collaborate effectively and efficiently with mobile devices
- Supported equipment such as laptops, desktops, tablets, interactive projectors, document cameras, and printers by performing initial troubleshooting and working with the Computer Support Technician as needed to resolve issues
- Maintained and improves the building's web site
- Used ticketing system to ensure that issues are resolved in a timely manner
- Developed documentation and training materials
- Formally and informally trained users and demonstrated best practices
- Communicated technology updates and news to building staff
- Ensured that supplies are ordered and distributed in a timely fashion to minimize downtime

2015- **Program Instructor** EcoTarium, Worcester, MA

- Operated Sky Scan Digital Planetarium, presenting public and school programs about Astronomy and more
- Set-up and lead school and public programs on a variety of science topics, including environmental science, animal behavior, astronomy, physical science, and more with indoor and outdoor components
- Utilized hands-on participatory teaching methods
- Provided an exceptional visitor experience through formal and informal contact

2015 **Accommodations Assistant for Disability Resources** Massachusetts Bay Community College, Wellesley Hills, MA

- Provided academic accommodations, such as arranging for note takers and proctoring for exams
- Made student appointments for intakes, follow-ups, exam proctoring, and other needs
- Greeted and engaged with students, faculty, and staff to foster supportive, student-oriented environment
- Maintained online calendar for testing and other student appointments
- Handled office-related paperwork and reports
- Maintained confidentiality of student information and testing materials, with attention to FERPA

2011-2014 **Cahners ComputerPlace Coordinator** Museum of Science, Boston, MA

- Managed a discovery space about digital technology
- Developed and maintained exhibit components, developed content and equipment, including the acquisition, display and operation of a 3D printer
- Supervised staff, building their skills to work with visitors and train volunteers
- Hired and trained a crew of 30 to 40 interns and volunteers, turning people who are often techy or interested in complex ideas into great educators who can explore with anyone, regardless of their background
- Mentored youth interns and volunteers in what is often their first work experience

- 2002-2012 **Education Associate** Live Presentations, Museum of Science, Boston, MA
- Developed and presented demonstrations that both educate and inspire further interest in science and technology for school and public audiences
 - Expanded and maintained stage technology, produced graphics, created animations and videos to improve all presentations and increase accessibility for our audiences
 - Mentored staff in presentation techniques, use of technology, and universal design

- 2001-2009 **Education Associate** Traveling Programs, Museum of Science, Boston, MA
- Developed and presented school programs, public demonstrations, and workshops to teachers, students, and the general public throughout New England that contain accurate and relevant science and engineering principles and concepts
 - Developed and maintained computer systems for presentations
 - Created animations and videos
 - Mentored staff in presentation techniques, use of technology, and universal design
 - Conducted hands-on science activities at community festivals
 - Coordinated festivals scheduling events, training staff and maintained equipment

- 2000-2006 **Camp-In Instructor** Camp-Ins, Museum of Science, Boston, MA
- Taught hands-on science workshops in museum exhibits
 - Facilitated drop-in activities

- 2003-2005 **Exhibit Interpreter** The Children's Museum, Boston, MA
- Staffed exhibits, activities and lead programs in a variety of art, science and cultural topics.

- 2000-2002 **Cahners ComputerPlace Fellow** Museum of Science, Boston, MA
- Supported a discovery space about computers
 - Developed and presented exhibits, activities and interpretations about technology
 - Coordinated and trained 20 to 30 volunteers
 - Mentored youth interns and volunteers in what is often their first work experience

- 1995-2000 **Television Studio Master Control Technician** Massasoit Community College, Brockton, MA
- Trained and supervised volunteers to produce cable access programs.
 - Performed production and post-production.
 - Operated the Massasoit Channel
 - Performed studio maintenance
 - Operated electronic classroom.
 - Taught various short courses in video production to high school students including MEOP and Wider Horizons

- 1995-2000 **BHS TV Center Studio Advisor/Technician** Brockton Community Schools, Brockton, MA
- Supervised a high school students through all phases of TV production
 - Trained and supervised volunteers to produce cable access programs
 - Worked in after school and summer program teaching media and TV production to at risk youth

- 1995-1997 **Access Coordinator** Brockton Community Cable Television, Brockton, MA
- Trained and supervised volunteers to produce cable access programs
 - Performed all phases of production
 - Coordinated the BCCT channels and facilities

VOLUNTEER EXPERIENCE

- 2015 **Perkins School for the Blind** Watertown, MA
- Assistive Device Center, building custom items for children with disabilities
 - Special Events, helping with events and acting as a sighted guide

- 1998-2000 **Museum of Science** Boston, MA
- Computer Discover Space, Events and Camp-Ins

- 1997-2000 **Bridgewater State College Media Literature Task Force** Bridgewater, MA
- Worked on Media Literacy conferences

- 1989-1994 **WPI Lens and Lights** Worcester, MA
- Audio, lighting, and motion picture projection

AWARDS

- 2012 **Museum of Science MOScar** for Best Example of Museum Mission & Spirit
1994 **Massasoit TV Student of the Year**
1989 **BHS TV Center Service Award**
1989 **Mass. Cable Commission Special Recognition** for "Technical Difficulties"