

Matthew Israel Briones

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EDUCATION

The University of Texas, Austin, Texas

August 2001 – Present

Bachelor of Arts, Double Major: Radio-Television-Film, Business Foundations

Estimated Date of Graduation:

December 2009

RELATED COURSE WORK

Development of Motion Picture, Intro to Media Studies, Beginning Editing, Communication Technology and Society, Intro to Digital media, Intro to Advertising, Organizational Behavior and Administration, Legal Environment of Business.

RELATED WORK EXPERIENCE

B-Side Entertainment, Development Intern, Austin, Texas

January 2008 – Present

Interned for the Director of Advertising and Film Festival Department. Researched film festivals. Maintained and updated computer records and database. Screened films. Assisted with outside events promoting company. Assisted in organizing alerts to be sent to various media outlets announcing upcoming films and events.

The University of Texas, RTF Visual Design Assistant, Austin, Texas

August 2006 – May 2007

Responsible for scheduling equipment checkouts. Assisted in maintaining podcasts for various faculty members. Performed clerical duties, maintained calls, and assisted supervisor in various design assignments.

OTHER WORK EXPERIENCE

The University of Texas, Student Activities Assistant, Austin, Texas

August 2007 – Present

Flipside Clothing, Sales Associate, McAllen, Texas

Jan 2005 – July 2007

Rosalez Income Tax, Office Assistant, Pharr, Texas

May 2003 – February 2004

EXTRACURRICULAR WORK

South by South West, Conference Volunteer, Austin, Texas

March 2008

March 2007

University Filmmakers Alliance, Organization Member, Austin, Texas

August 2006 – December 2007

SKILLS

Mac and PC Proficiency; Microsoft Office (Excel, Word, PowerPoint, Outlook, Explorer, Firefox); Familiar with graphic, layout, html, and audio/visual applications including: Ableton Live, Illustrator, Photoshop, Dreamweaver, Flash, and Final Cut Pro.