

MATTHEW WEAVER

OBJECTIVE

To obtain a technical position related to technology within the field of publishing and editing, developing my writing and proofreading skills, and my overall knowledge of information systems.

EXPERIENCE

INTERN WRITER, CURRENT & WHETHER GRAND RAPIDS, MI, 2009-CURRENT

This position was gained in the summer of 2009, when I was approached by a friend and member of the Grand Valley writing department as someone to write previews for concerts and events in the Grand Rapids area, for the magazine Current & Whether, a small outfit founded and based in the city.

SPECIALIST/GYO CREATIVE, APPLE INC. GRAND RAPIDS, MI, 2007-CURRENT

I started out as a Specialist for Apple, Inc. in the Woodland mall retail store. As a Specialist, it was my duty to inform customers of Apple products, provide answers for questions, sell products, and do general technical stuff on the floor, including setting up users with iPhones (and the accompanying rate plans), setting up Apple machines with software (and transferring information from Windows machines). I eventually segued into the GYO Creative position, which is a training program for the Creative position, which entails teaching customers about how to use their Apple products, whether it be software or hardware. This involves minor technical work, but a lot of knowledge of overall software and hardware, as well as some networking and other skills.

RIDE PHOTO OPS, KAMANS ART SHOPPES WHITEHALL, MI, 2006-2007

Working for Kamans Art Shoppes, my main duties were to distribute and sell photographs from ride photo booths for major roller coasters at the Michigan's Adventure amusement park, as well as take photos for the antique photo booth. This also included technical computer skills, when hardware needed to be repaired or replaced, or printers and networks had to be worked on.

TRAINER, MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT MUSKEGON, MI 2006

A minor summer position, but a great experience overall. Working for the MAISD, I taught a "computer camp" seminar, where I introduced elementary school children to computing and how to use computers for school and entertainment. This position included maintenance on computers, managing loaner machines, and working with Novell login systems.

EDUCATION

Grand Valley State University, Allendale, MI — B.A. CREATIVE WRITING, emphasis in fiction, 2011

While my major at Grand Valley was Creative Writing, I did partake in many computer science, studying web design, java, and networking. In addition, I was also a member of the Student Reading Series, where I helped to organize campus-wide events for the writing department and any interested party. Of note, I helped organize and promote a poetry slam, creating and distributing fliers.

SKILLS & HONORS

- Major involvement at Apple, working in customer service situations related to technology, whether it's answering questions or troubleshooting software and hardware issues.
- Ability to multi-task: as a Specialist at Apple, I have taken on the roles of many positions, whether it's as a Creative (training customers), a Concierge (answering phone calls, setting up appointments), or a Genius (troubleshooting software and hardware, making repairs, performing upgrades).
- Well-versed in Microsoft Office software: Word, Excel, Powerpoint, Access, and Outlook.
- Extensive knowledge of database softwares such as Filemaker and Microsoft Access.

- Writing awards: "Best Essay Writer," senior year, North Muskegon High School; "AP Literature A+ Student," senior year, NMHS; "Most Likely to Teach English," senior year, NMHS.

- Former education major, currently a trainer at Apple, have trained many skill levels and ages (elderly, youth, and everything in-between). A real love for teaching.