

# MATTHEW ROY CARTER

453 SW DOLORES AVE, PORT ST. LUCIE  
FLORIDA 34983  
MCARTER@N-FINITI.COM  
(772) 323-9436

## OBJECTIVE

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Seeking engaging, technology based freelance work in any of my specialized areas of expertise.

### Skills

## EDUCATION

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### Computer Information Technology, Associate of Science

August 2006–Current (in progress)  
Indian River State College, Ft. Pierce, Florida

Studies focused in computer programming, website design and development, networking, computer forensics and security, systems analysis and design, operating systems, computer repair and general academics. While in this course of education I have completed field ready projects such as: full websites, Cisco Router setup and deployment, Stripped and Crimped Ethernet cables, exercised the full cycle of the software development model and practiced various troubleshooting techniques for multiple technologies.

### High School Diploma

August 2002 – May2006  
Lincoln Park Academy, Ft. Pierce, Florida

Main focus of academic studies was in Engineering and Website Design and Development. While in this course of education I have completed field ready projects such as: full websites, programmed microprocessors, designed and developed mechanical goods such as catapults, bridges, and pneumatic launchers, and actions were also taken to compile blueprints for residential developments and floor plans in AutoCAD.

Adobe Dreamweaver  
Adobe Photoshop  
Adobe Fireworks  
Adobe Flash  
Adobe Illustrator  
GIMP  
MS Office Suite  
OpenOffice.org

CSS  
HTML/XHTML  
JavaScript  
jQuery  
PHP  
Shell scripting

MySQL

Linux  
-Ubuntu  
-Fedora  
-CentOS  
-CrunchBang  
Windows 2000/XP  
Windows Vista/7

## EXPERIENCE

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### Freelance Website Developer

August2004 – Present  
Florida

Head of design and development for websites and promotional media for businesses and organizations. Used design theory, trade skills, and a systematic approach to project implementation to create fluid websites that met the specific needs of a plethora of clients. The creation of said websites included the use of HTML/XHTML, CSS, Javascript, PHP, Adobe Flash, MySQL, form processing and PayPal web payment standards. Also utilized software such as Adobe Photoshop, Adobe Fireworks, and GIMP to create and arrange various web graphics for use in media such as but not limited to: banners, logos, background images, content fill images, etc. The processes of site creation also included meta content implementation and evaluation for elements such as key words. Each site was also submitted to Google web masters and Google analytics to help track the site's productivity. Company emails were also setup for each individual website as per the request of the individual client and their needs.

A+ course completion  
CCNA course completion

My portfolio can be found on my website, <http://www.n-finiti.com>.

### **Independent Technical Tutor**

August 2006 - Present  
Florida

Upon successful completion of college credits I offered tutoring services for classes that fell within the Website Design and Development and Web Programming categories. As a tutor I had a full understanding of the course material and was able to read the student such that I could determine a productive learning route to take, which in-tern would help them understand said course material.

### **Bench Tech, Internship**

January 2008 – May 2008  
PSL-PC Online,  
Port St. Lucie, Florida

Services included troubleshooting computer systems, repairing computer systems, website design and development, and data recovery and backup. Basic office tasks also used, such as: use of QuickBooks Point of Sale, MS Office, printing, scanning, faxing, and dealing with merchant vendors.

### **Computer Systems Builder, Bench Tech, Service Tech**

May 2008 – November 2010  
PSL-PC Online,  
Port St. Lucie, Florida

Core of services included but not limited to troubleshooting computer systems, troubleshooting networks, servicing computers and networks both in shop and in field, website design and development, data recovery and backup, clearly and concisely communicating with customers to help understand their needs, offer support via email and telephone, work hand-in-hand with ISP's to setup internet connections, build computer systems and properly install both hardware and software. Basic office tasks also used, such as: use of QuickBooks Point of Sale, MS Office, printing, scanning, faxing, and dealing with merchant vendors.

### **Shop Manager**

November 2010 – February 2011  
The Computer Shop,  
Port St. Lucie, Florida

As shop manager I retained all of my responsibilities as a computer systems builder, bench tech, and service tech however I also assumed full responsibility of customer/client relations as well as office management and field work.

## **Technical Assistant, Systems Technician**

February 2011 – July 2011  
Digital Domain Media Group,  
Port St. Lucie, Florida

My responsibilities at Digital Domain Media Group were that of a systems technician. I serviced the artists as well as members of other groups, such as finance. The services that I would provide consisted of troubleshooting computers, networks, printers and peripherals such as Intous and Cintiq tablets. I would also build and deploy computers and their peripherals. I helped automate Linux application installations and image deployments. I would also work hand in hand with System Administrators to provide a higher level of service to the facility and its community.

## **ACTIVITIES & AWARDS**

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Student of the year Website Design, Lincoln Park Academy, 2005  
Student of the year Design Portfolio, Lincoln Park Academy, 2006  
Volunteer instructor and dancer, South Florida Swing Dance, 2005-2010  
Proud Member of HellboundHackers.org  
Volunteer, <http://neighborhoodvip.com/>, 2010  
Volunteer, PSL-PC, on-call 2008 - present

## **REFERENCES**

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### **Professional References**

Richard Zinser

**Affiliation:** Owner of PSL-PC Online and The Computer Shop

**Telephone:** 772-359-2289

Thomas Bean

**Affiliation:** Owner of HowIGotAnA, Canvas The Roads and PipeDefender

**Telephone:** 772-370-0866

Neal Bartoletta

**Affiliation:** Owner of Profiling Pros and St. Lucie Entertainment

**Telephone:** 954-415-3442

### **Personal References**

Michael Flores

**Affiliation:** Friend, Roommate

**Telephone:** 302-423-8398

Courtney Strawn

**Affiliation:** Friend, Colleague

**Telephone:** 772-240-9257

Chris DeJesus

**Affiliation:** Friend, Colleague

**Telephone:** 772-940-4357

Additional information is available upon request.