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MATTHEW N. KEHOE

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PROFILE

My professional goal is to participate in a dynamic and progressive work environment where I can utilize my creativity and passion for helping others. Honesty and compassion are of upmost importance in all endeavors. I take on challenges with enthusiasm and reverence.

EXPERIENCE

CREATIVE

Apple Inc., Braintree, MA

2006-2014

As a Creative, I provided an unparalleled educational experience to participants of the One to One Program. My style of teaching allowed students to explore the intuitive nature of Mac OS X and Apple products while I guided them through a series of tasks specific to their personal goals. This position has afforded me invaluable problem-solving and time-management skills, extensive professional development training, and a comprehensive education in information technology.

BARBACK/SERVER/HOST

Flat Top Johnny's, Cambridge, MA

2012-2014

At Flat Tops I served a wide variety of beer, wine, and spirits to the Kendall Square community. I took great joy in learning about new additions to the menu, offering alternatives to well-known favorites and creative recommendations to adventurous patrons. Daily cash handling was performed using a Tablet POS system (Toast), as well as extensive opening and closing procedures.

SHIFT SUPERVISOR/BARISTA

Starbucks, Watertown, MA

1998-2002

Starbucks offered me my first customer service position in high school and into college. As a Barista, I was given extensive training on coffee varieties, tasting, and production techniques. I was able to use this experience to provide accurate descriptions of our daily offerings to customers. As a Supervisor, I managed time and productivity of Baristas on a daily basis, dealt with customer service issues, and worked closely with managers on corporate initiatives and goals.

FREELANCE AUDIO PRODUCTION SPECIALIST

NY, MA, ME, WI

2006-Present

I have worked for a number of recording studios, venues, and event organizers as a DJ, audio engineer, consultant and assistant, including Sirius/XM and Chung King Studios. These experiences have given me the ability to work in fast-paced, high-expectation environments in a calm, productive manner, and have honed my skills as both a musician and technician.

EDUCATION

SCHOOL OF AUDIO ENGINEERING

New York City, NY — Audio Technology Program, 2009

MADISON MEDIA INSTITUTE

Madison, WI — Recording and Music Technology, 2006

SKILLS

Software and Certifications

• ProTools	• Logic Pro	• Adobe Photoshop	• Microsoft Office
• Final Cut Pro	• iOS App Dev	• Apple Mobile Device	• Mac/PC

REFERENCES

Kirsten Malek
Bartender/Manager - Flat Top Johnny's, Cambridge, MA
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