

J. Matt Dillon

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PROFESSIONAL SUMMARY

As a Writer, Editor, and Creative Consultant who has received professional instruction for 5 years I am ready to contribute my experience to your organization. In my time I have learned how to adapt, utilize, and then translate styles of technical, business, and creative writing to ensure a clear and cohesive final product.

EDUCATION

COLUMBIA COLLEGE CHICAGO-3.87 GPA

Bachelor of Arts in Fiction Writing

Chicago, IL
2013 – 2015

- Produced original content with the expectation of publishing.
- Received Professional instruction.

MCHEMRY COUNTY COLLEGE-3.7 GPA

Associate of Science & Completion of Internet Gaming & Web Design Certificate

Crystal Lake, IL
2008 – 2012

- Completed General Ed core.
- In junior of year High School, completed 'Internet & Game Design' certificate.

EXPERIENCE

FIRST SUN NATIONAL

Contract Recruiter

Woodstock, IL
2015 - Present

- Contracted to recruit and place possible Candidates.
- Coordinate with Hiring Manager to schedule interview process, and relay Candidate Credentials.
- Work with any industry and corporation to establish search criteria and pick viable Candidates.

COLUMBIA COLLEGE CHICAGO

Student Editor, Contributor and Author

Chicago, IL
2013 – Present

- Edited and Proofread new content with the expectation of publishing.
- Developed and wrote content of different formats for creative, technical, business, and journalistic intent.
- Organized Editorial groups to proofread and critique student work for quality assurance of final product.

NAMELESS FATE: CARDS AND COLLECTIBLES

Store Associate

Crystal Lake, IL
2014

- Helped install storefront.
- Responsible for stock and inventory.
- Provided creative consultation when installing storefront in convention environment.

ADDITIONAL INFORMATION

SKILLS: Microsoft Office Suite, Adobe Creative Suite CS3-CS6, Creative Writing, Fiction Writing

HONORS: Columbia College Chicago Honor Roll/ Dean's list 2013 and 2014 Academic Years, Completion of Professional Certificate at University of Auckland in New Zealand, McHenry County College Honor Roll 2010-2012, Woodstock High School Cum Laude Graduate.

VOLUNTERISM: I have donated my skill set to proofread, edit, and provide notes to students who use American English as a second language. I have critiqued professional resumes, essays, dissertations, and critical essays.

STUDY ABROAD: Fall 2014 - University of Auckland, New Zealand

AFFILIATIONS: AnythingIn5Min: Currently developing a website used to promote my body of work and professional credits while promoting discussion of anything. Voice123: in connection with my personal website will serve another way to have promote my voice over demos.