

Matt O'Brien

Founder and Owner - Bohemia Mountain

Los Angeles, CA

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562.458.2372

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Founder and Owner

Bohemia Mountain

2013 to Present

- Custom commercial and residential build-out solutions for carpentry, design and decorating needs
- Multiple commercial builds for high-end retail clients. Including building and installing furniture, fixtures, customer service locations, plumbing, electrical, paint and custom wood working solutions.
- Residential design, layout and builds for clients from first time homeowners to real estate professionals.
- Expertise in staging, landscape redesign, interior decorating, custom furniture & built-ins, finish work and custom wall treatments.

Associate Director

Alumni Relations - Pasadena, CA

2008 to 2013

A leader in art and design education since 1930, Art Center College of Design has more than eighteen thousand living alumni from numerous trans-disciplinary departments spanning the art and design spectrum.

- Planned and implemented over 25 Alumni Relations events around the world each year with Alumni Relations Director and other college faculty and staff. Tracked RSVP's, response rates, and increased alumni participation in career and networking events.
- Development of metrics to track 600% increase in alumni giving related to increased exposure to Alumni Relations programming, media, benefits and event participation over previous four years.
- Annual Giving Taskforce member representing Alumni Relations to leverage alumni events, services, communications and benefits into growth of alumni giving.
- Spearheaded social networking work-group for the college offices of Alumni Relations, Marketing & Communications and Admissions. Created group to streamline workflow and information sharing between content creators for easier dissemination to diffuse constituencies.
- Launched new visual identity for the flagship Alumni communication tools 'Alumni News Online', a monthly email digest of news and notes for and about Alumni, and 'OuterCircle' a web-based alumni magazine. Worked with Design Office from initial visual concept stage, trouble shooting technical CSS issues, to public launch.
- Redesigned Global Alumni Ambassadors and Chapter Chair map to provide more connection points locally and globally for Alumni.

- Managed staff of four student workers, overseeing scheduling, budgeting, work assignments and Raiser's Edge database training.

Social Networking Consultant

Alumni Relations - Pasadena, CA

2007 to 2008

- Consulted Alumni Relations office to facilitate social networking and create media (digital, print, and communities) to further the reach of Alumni information, events programming and Art Center giving information.
- Extensive development of Facebook, Twitter, LinkedIn, Behance and inCircle communities leading to further engagement of Alumni around the globe.
- Created 'Alumni News Online' email newsletter, including editorial content and HTML coding.
- Maintained and updated public facing Alumni website, including news, events and editorial content.
- Managed launch of Art Center inCircle Alumni social network. Verified Alumni status and promoted membership to Alumni community through digital and print campaigns.
- Extensive use of Raiser's Edge system to update Alumni records, contact info and evaluate performance of digital and print campaigns through custom queries.
- Managed heavy volume of Alumni information requests, Raiser's Edge queries, and inquiries internally from students, staff and faculty.

Assistant Office Manager

Dept. of Fine Art - Los Angeles, CA

2006 to 2007

- Completed official documentation for accreditation of the department's Artists, Community and Teaching (A.C.T.) Program for Western Association of Schools and Colleges (WASC)
- Extensive work serving student needs, class schedules and materials/space assignments for student studios.
- Projected budget, staffing, and resource allocation for department projects, classes and events.
- Coordinated staff and faculty scheduling for room assignments.

Executive Assistant

Employer Confidential - Beverly Hills, CA

2005 to 2006

Executive Assistant to high net-worth surgeon in the medical device field. Coordinated all aspects of personal and business life. Managed a staff of two employees.

- Coordinated personal and business related schedule and travel. Scheduled and oversaw foreign product development timeline.
- Heavy focus on creative problem solving, including domestic and foreign intellectual property and patent research.
- Extensive use of multiple software platforms including Microsoft Office Suite, Adobe Creative Suite, and custom personal database implementations.
- Handled heavy volume of incoming phone, email and mail communications.
- Designed, updated, and implemented web and database strategies, including investor and potential investor relations.

Education

Art, Interdisciplinary

Biola University - La Mirada, CA
1999 to 2004

Additional Information

Software Proficiencies: Raiser's Edge, Microsoft Office Suite; Adobe Creative Suite, RedDot, NetCommunity, Keynote, and Powerpoint; all programs on both Mac and PC platforms

Social Networking Proficiencies: Expert level use of Facebook, Twitter, Instagram, flickr, tumblr and other large audience social networking platforms directed at targeted and wider audiences

Creative field specialties: Extensive experience consulting for gallery owners, curatorial projects, film & television and several well-known art restoration companies on large scale projects. Art handling, object assessment, conservation and treatment experience, in addition to art and gallery curation for private clients. Other consulting experience includes studio management, production design and production coordination