Matthew C Mascolo

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Project Manager, Media Producer, and Content Developer

Professional Summary

An online media professional with ten years experience, I strive to find roles that encompass multiple aspects of the online world: multimedia production, content management, web development, and technical support. In order to pursue this niche, I've engaged opportunities in diverse industries, working many angles in media technology. I aspire to continue this track, pursuing positions geared towards project management and creative design.

Computer and Technology Skills

- Strong aptitude in hand-coding (X)HTML, XML, CSS, and JavaScript: BBEdit, TextPad, Notepad++
- Adobe Creative Suite: Photoshop, Flash, Fireworks, Illustrator, Dreamweaver, and Acrobat
- Extensive training and experience using Learning Management Systems: Angel, Blackboard, CourseCompass, Desire2Learn, eCollege, Moodle, Pegasus, Pearson MyLabs and eText platforms
- Familiarity with Content Management Systems: Drupal, Joomla, WordPress
- Microsoft SQL Server and Office Suite Pro: Access, Excel, PowerPoint, Word, Outlook
- Mastery of Macintosh computers and Mac OS with substantial cross-platform experience
- Expertise in digital audio recording and production: Digital Performer, Logic, ProTools, Cool Edit, Peak, Waves, SoundFont, Flash streaming media, MP3 compression, and formatting audio for the web
- Familiarity with ActionScript, Final Cut Pro, Premiere, and Director

Experience

Pearson Learning Solutions, Boston, MA   January 2010 – October 2011
Media Project Manager

- Responsible for managing Custom Media Production's initiatives in a dynamic publishing environment
- Maintaining and meeting tight project deadlines while maintaining cost requirements
- Managed 75 simultaneous distance learning projects with 98% on-time or early delivery
- Ensuring accuracy and appropriate quality control through efficient use of outside vendors
- Communicating with Production team regarding best practices based upon customer requirements
- Notifying team members and stakeholders of schedule changes that will affect delivery dates
- Identifying and resolving conflict areas in priorities with management
- Performing documentation updates and training materials for new hires

Finetune / NextRadio Solutions, Newton, MA   November 2004 – May 2009
Content Developer and Manager of Label Relations

- Managed all record label requests: copyrights, takedowns, metadata, images, priority releases, catalog discrepancies, pricing updates, and replacement audio
- Acted as the primary liaison between Finetune CEO/Engineering team and Digital Account executives for streaming/download subscription service
- Provided support for licensing music, modifying existing deals, and devising fee structures
- Built a customer support system from the ground up, including FAQ pages and email support templates
- Created and maintained technical documentation, user stats, download, streaming, and revenue reports
- Brought a unique edge to music programming and user experience: wide range of genre-based playlists, editorial content, advanced tagging, sub-genre classification, and exposure of underground music
- Provided QA: report, test, and confirm bugs based on user feedback and monitoring trends

Lightspace Corporation, Cambridge, MA   March 2004 - October 2004
Technical Support Engineer / Installation Technician

- Played a lead and vital role in the specification, installation, and support of interactive graphical display surfaces (dance floors) both internally and with customers, partners, and resellers
- Served as a "Lightspinner" responsible for integrating the product with each venue and operating the demonstration software
- Traveled to offsite venues and worked directly with club owners, engineers, and DJs

MusicPlayground, Andover, MA   February 2001 - August 2003
Senior Mixing Engineer / Song Compiler

- Directed technical aspects of song production from start to finish

- Mixed, equalized, and processed songs licensed to MusicPlayground directly from the record labels, recreating the sound and feel of the original recordings from scratch
- Established relationships with artists and labels to procure songs for production
- Managed a large team of musicians and operations of onsite/offsite recording studios
- Provided QA, project tracking, database management, and audio technical support

_i_XL, Cambridge, MA   April 2000 - January 2001
Site Author
- Worked with the Boston creative team to build enterprise level web sites
- Utilized both technical and design skills: HTML, CSS, JavaScript, image production, content layout, template development, navigational structure, and cross-platform compatibility

Education
Harvard Extension School, Cambridge MA
- Graduate level coursework in Multimedia and Creative Content Development

Oberlin College, Oberlin OH, May 1997
- Double Degree Program Merit Scholar - 3.61 Cumulative GPA
  - Bachelor of Music, Technology in Music and Related Arts (TIMARA)
  - Bachelor of Arts, Individual Major: Earth, Atmosphere, and Climate Interactions