

Skills:

UX Design & Research: Great prototyping, mock-ups, wireframe and design skills. Lead research, analytics, story development, A/B tests, feedback sessions, user interviews and analysis. Excellent with Axure, Gliffy, Invision, Sketch, Omnigraffe, Adobe Photoshop and more.

Documentation: Strong experience in developing and authoring how-to guides, tutorials, style guides, presentations, videos, webinars, surveys and questionnaires. Highly skilled at authoring technical documentation, business documents and presentations for different audiences.

Graphic Design & Multimedia: Adobe Creative Suite, Graphic & branding design, UI design. Video / audio editing, production, motion graphics, AfterEffects & Premier Pro, Final Cut Pro, disc authoring, video transfer. Awesome freehand illustration, drafting, sketching and painting skills.

Productivity & IT: Strong project management and IT skillsets. Fluent in Mac OS X, Windows, Linux, Android & iOS. Microsoft Office, Google Apps, LibreOffice suites, MS Project, MS Visio, MS Outlook, Gliffy, Omnigraffe, Dropbox, Stash, Slack and JIRA. Wordpress, HTML/CSS, Javascript, HelpDesk support and PC repair. iOS, iTunes Connect, Xcode and Unreal Engine.

Experience:

IEEE, UX Designer / Project Manager

2018 - Present

In this promoted role I am continuing to lead and support the IEEE Publications team in new projects, managing existing applications and leading user experience and analytic efforts.

IEEE, UX Designer / Project Analyst

2014 - 2018

- **UX Design and Research:**
 - Designed prototypes, mock-ups, wireframes, diagrams and storyboards to support development and research of applications and websites
 - Defined the navigation and structure of digital experiences to provide best-in-class user experiences and satisfying interactions to our customers
 - Lead the creation of low-fi & hi-fi mock-ups, interactive presentations, animations and demos
 - Worked alongside content owners and stakeholders to win approval of user stories, goals, test plans and design elements
 - Facilitated working sessions, conducted analysis, generated reports and presented findings based on quantitative and qualitative data gathered from user-based studies
 - Lead surveys, a/b testing, behavior and expectation feedback, interviews and product demos
 - Strong experience working with different groups, human resources, IT, staff, students, etc.
- **Documentation and E-Learning:**
 - Authored and designed in-depth technical guides, IT documentation, and training materials for business partners, internal staff, IT staff and external vendors
 - Created an extensive library of e-learning materials, how-to-guides and diagrams to support various project operations and to empower project stakeholders
 - Held various training, e-learning sessions and walkthroughs to introduce or support new products, applications, workflows and procedures
 - Adept in adapting content and materials to suite particular audiences and knowledge levels
 - Strong experience in QA and testing of documentation, applications, websites and services

- **IT Project Management:**
 - Successfully managed challenging, time-sensitive, IT-heavy interdepartmental projects
 - Lead complex enterprise-level DR, virtualization and server/system migration projects
 - Maintained and presented project plans, status updates and analytic reports to the team
 - Leveraged best practices and developed communication methods and systems to improve timely issue resolution and increase transparency in cross-functional projects and efforts
 - Demonstrated ability to work under pressure, problem solve and meet deadlines in a fast-paced and multi-project environment. Able to actively self-balance and prioritize projects
 - Proven ability to provide in-depth support, guidance and both technical & analytical recommendations
 - Produced documentation, diagrams and visual mock-ups to support complex IT projects

IEEE, Digital Project Administrator

2009 - 2014

- **User Research and Online Marketing:**
 - Lead the design and development of society conference/event mobile and web apps
 - Developed and managed multiple outward-facing email marketing campaigns, announcements and other supporting marketing materials across multiple outlets
 - Conducted user surveys, interviews, post-event questionnaires and feedback sessions
 - Designed and developed various reports for project stakeholders, volunteers and staff
 - Created advertisements, banners, graphics for web, social media sites, video and print
- **Project Management:**
 - Successfully managed research projects for new ways to enhance member benefits, volunteer engagement and chapter success, including mobile apps and social media
 - Acted as the technology liaison for the executive office, its volunteers and staff members
 - Conceived and implemented the IEEE PES General Meeting Mobile App project
 - Launched the IEEE PES YouTube channel with exclusive content as a member incentive
 - Implementing plans for launching a re-designed, membership-focused email newsletter and online magazine using in-house resources and software solutions to save costs
 - Managed and updated timely project reports / presentations and web analytics reports
- **Multimedia Production / Administration and Education:**
 - Created and edited video introductions, bumpers and other multimedia products for PES
 - Authored a library of technical tutorials, how-to guides and visual documentation for the PES executive office staff, IT stakeholders, society members, students and volunteers
 - Lead and instructed various classes to train and empower staff, students and others, on new products and technologies. Designed training materials, presentations and videos
 - Established and maintained the society's library of physical and digital video products

Real Rabbits Stickers iOS App

2016

Graphic Design, Illustration and iOS Development

Sketched, designed and finalized over 40 charming rabbit stickers for Apple's iOS iMessage platform. Developed and published the Real Rabbits iOS application to the Apple App Store.

Chickpea Magazine

2013

Photography

Scouted locations, shot, edited and submitted photos for the feature "Re-Awake, Garden State" of the spring 2013 issue. Collaborated with the author of the feature on the selection of photos.

Steve's How to Draw Fun Animals App

2012

Story, Design, Illustration and iOS Development

Designed, illustrated and published this 50 page children's book app which teaches drawing techniques and shows how to draw over 15 different animals. Published on iTunes and Amazon

Education:

Human Factors International <i>UX Certification</i>	Present
Brookdale Community College <i>Japanese Language</i>	2017
American Management Association <i>Business Writing</i>	2014
Rutgers Executive and Professional Education <i>Project Management</i>	2014
VanArts Pixar Artists Program <i>Pixar Story Development & Animation MasterClass</i>	2011
High-Tech Institute <i>Graphic Arts & Web Design Diploma</i>	2006
East Brunswick Vocational & Technical High School <i>Commercial Arts & Design Diploma</i>	2005

Portfolio:

www.matarazzo.org

Personal Interests:

Interaction design, Vintage technology, Film making, Photography, New Technologies and Animal Welfare