

Matthew R. Forget

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Summary

- 10 years experience in Web Development and Design
 - Experience with web softwares (Adobe Dreamweaver, Photoshop, Flash, Captivate)
 - Experience with (X)HTML, CSS, Javascript, PHP, RSS/XML feeds
 - Email Campaign and Microsites
 - Content Management System experience (opensource and business built)
 - Familiarity with MySQL and CPanel to manage databases and site maintenance
 - B2B website development
 - Stay up to date with most recent tools and technology
 - SEO and Analytics (Google)
 - Individual and Team work environments
 - Works well under pressure
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Professional Experience

athenahealth, LLC. – Watertown, MA

Develops online software for healthcare to easy workloads within a practice's office

Webmaster, Nov 2009 to April 2010

Maintained the content implementation and online updates to all portions of the athenahealth website (www.athenahealth.com) .

Selected Accomplishments:

- Developed 12 microsites with active form registration in PHP to collect data in a database.
- Implemented SEO practices to the active site as well as marketed microsite landing pages.
- Created video tutorials with Adobe Captivate for product demos to be used on the public and extranet websites.
- Assisted in reporting analytical data to upper management in the Marketing Department and Sales.
- Worked with team members to make updates and new sections to the SharePoint intranet pages.
- Used web assisting tools through Mozilla Firefox to check 508 compliance on all domain sites.
- Participated in group discussion on how to continue to improve online marketing strategies and implementations.

ASPEN TECHNOLOGY – Burlington, MA

Develops software for Chemical, Gas and Energy companies to improve business needs

Online Marketing Specialist/Assistant to Webmaster, Nov 2008 to August 2009

Creating email campaigns with the use of Lyris List Manager to send to multiple database lists to internal and clients.

Selected Accomplishments:

- Developed an average of 4 to 6 email campaigns launched weekly for online marketing and seminar events.
- Assisted Webmaster with updating the corporate website and creating microsite landing pages for marketing events
- Under pressure work environment to meet strict deadlines in conjunction with product launches and events.
- Implementing web tools to report on SEO and analytics through use of Google and Web Trends.
- Software experience with Adobe Dreamweaver, Photoshop, Firefox, Filezilla

AQUENT, LLC. – Boston, MA

Leading agency placing top notch talent into temp-to-perm and perm positions

Webmaster, May 2006 to October 2008

Providing 2 years of exemplary performance in maintaining the online presence of Aquent.

Selected Accomplishments:

- Site maintenance on over 30 multilingual Aquent branded static XHTML websites including work on the company Intranet, Extranet and Public sites.
- Project managed a global website redesign project working with local offices, upper management and a translations department.
- Created microsite landing pages, email campaigns and various company fliers posted to local intranet.
- Worked closely with the development team on the extranet accessible by Staff, Clients and Talent.
- Implemented a multilingual content management system within the company.
- Implementation of Google Analytics, 508 Compliance tools and SEO tactics
- Assisted the Benefits Department with created and updating forms for Open Enrollment Benefits each year for all Staff, Clients and Talent.
- Working with all departments throughout the company that are located in over 70 offices around the world on various tasks and updates to all Aquent websites.

CLEAR CHANNEL RADIO – Medford, MA

Leading sister radio stations Kiss 108 and Jam'n 94.5

Asst. Webmaster, Jan 2005 to Dec 2005

Providing leading excellence in website maintenance, video editing and working large radio events.

Selected Accomplishments:

- Site maintenance, including graphic design, page layout and daily updates for 3 major radio stations: WXKS-FM, WJMN-FM and WKOX-AM (recently taken off-air).
- Creating PHP-based forms for data input for internal and external website use with Adobe Dreamweaver and CuteFTP.
- Use of web development programs such as Adobe Dreamweaver, Flash, Photoshop, Illustrator, Premiere and ImageReady, Sony Soundforge.
- Video coordinator for all major concerts to post all video on the station's website.
- Created static and animated banners for advertising campaigns.
- Worked with corporate Clear Channel to add new features, such as a new website model for all 3 radio stations.

Use of major web development programs such as Adobe Dreamweaver, Flash, Photoshop, Illustrator, Premiere, Eclipse, Filezilla/SmartFTP.

Technology

Software: Adobe Photoshop, Dreamweaver, Illustrator, Captivate, Premiere, Microsoft Office (Word, Access, Excel, PowerPoint), Eclipse CVS Repository

Web/Multimedia: (X)HTML, CSS, Javascript, Flash, Search Engine Optimization, Web Server Administration (Cpanel and MySQL), Content Management Systems (Joomla and Drupal),

Education

WENTWORTH INSTITUTE OF TECHNOLOGY – Boston, MA

Associate Degree, May 2003

- Major: Electronic Engineering Technology

Activity Community Service

NEMASKET RIVER PRODUCTIONS – Middleboro, MA
Assistant Stage Manager, April 2009 – June 2009

MILITARY FUNERAL SERVICES – MA
Trumpet Player, August 1995 – Present

DOUGLAS HIGH SCHOOL DRAMA CLUB – Douglas, MA
Audio/Video Coordinator, August 1998 – June 2000

Portfolio on Request • Available for Relocation