

## >> Matthew David Landis

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- > 402.420.2129

## >> Education

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### **Bachelor of Arts**

*Tulsa University*; Tulsa, OK. Graduated May 2, 1992

- > Major: Communication (Emphasis in Organizational Communication)
- > Minor: Psychology

## >> Experience

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### **Multimedia Developer & Multimedia Team Manager**

*Lincoln Benefit Life/Allstate*, Lincoln, NE. September 30, 1996 to Present

- > Design, construct and maintain Internet and Intranet websites
- > Develop and support multimedia projects
  - Interactive multimedia applications
  - Media rich slide presentations
  - Print publications
  - Web Animations & Features
  - Installation programs
  - Promotional CD-ROM Interfaces
- > Project management and reporting
- > Provide agent and employee graphic and computer support

### **Personal Digital Assistant Development & Sales Manager, Product Manager**

*HealthCare Communications*, Lincoln, NE. December 10, 1993 to June 21, 1996

- > Managed development cycle for Newton Personal Digital Assistant software applications (FilePad, PowerForms, DataGrabber and Hippocrates) and MacHealth Series software (MediMac, DentalMac and ChiroMac)
  - Product design & testing
  - Product specification documentation
  - Packaging design
  - Marketing and distribution planning
  - Manual writing, editing and design
  - Established 3<sup>rd</sup> party development contracts

### **Outreach Services Coordinator**

*Rivendell Psychiatric Center*, Seward, NE. August 10, 1992 to May 4, 1993

- > Developed and maintained marketing/referral relationships throughout eastern Nebraska
- > Coordinated hospital-sponsored events

### **Assistant Office Manger**

*Council Oak Publishing Co., Inc.*, Tulsa, OK. January 16, 1992 to April 24, 1992

- > Duties included: final proofing and editing of novels and annual report, designing internal reports, bookkeeping, tax filing and letter writing for President of company

### **Computer Support & Laboratory Supervisor**

*Faculty of Communication* — Tulsa University, Tulsa, OK. Sept. 1991 to May 1992, Sept. 1990 to May 1991, Sept. 1989 to May 1990; *Biology Dept.* June to July 1991; *Chapman Computer Ctr.* January to May 1989

- > Supervised computer laboratory and provided instruction for students and faculty
- > Edited and proofread articles for the scholarly publication, *American Journalism*
- > Conducted training seminars for high school teachers
- > Special projects: Analysis of communication processes at Tulsa University for the Administrative Services Review Committee; editing faculty newsletters; designing department flyers

## >> Miscellaneous Professional Experience

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### **Partner & Minister of Digital Arts**

*Landis Communication Arts*, Lincoln, NE. November 1992 to Present

- > Designed and Supported World Wide Web pages/animations
- > Constructed marketing material and multimedia projects
- > Conducted "Finding YES: An Interactive Workshop" and "Managing Conflict: An Interactive Workshop"
- > Developed and maintained "Finding YES" and "Managing Conflict" workbooks and supporting materials
- > Produced "An Evening with George Norris Starring David Landis"
- > Designed "Web Exploration" strand for *Untangling the World Wide Web Workshop* at University of Omaha, College of Continuing Studies

### **Advisory Board & Selection Committee Member**

*Leid Center for Performing Arts*, Lincoln, NE. Summer 2004

- > Guided development and implementation of Free At Six program
- > Served on Initial Selection Committee and evaluated submissions for Free At Six program

### **Outreach Services Volunteer**

*Leid Center for Performing Arts*, Lincoln, NE. November 10-12, 2004

- > Coordinated artist transportation, lodging and personal services
- > Coordinated Master Classes and events

### **Consultant**

*WilTel Communications*, Tulsa, OK. April 1992

- > Edited orientation videotape for new employees with Manager of Training

*Tulsa Red Cross*, Tulsa, OK. January 1992 to May 1992

- > Project Leader of university-sponsored Corporate Communication Audit
- > Directed research, creation, implementation and analysis of Communication Inventory
- > Presented Introduction and Inventory Results to Tulsa Red Cross Steering Committee

### **Soccer Coach & Manager**

*Capitol Soccer Association*, Lincoln, NE — Head Coach, U13 Boys. Fall 1987

*Capitol Soccer Association*, Lincoln, NE — U16 Select Team. Spring, Summer 1992

*Nebraska Wesleyan University*, Lincoln, NE — Assistant Coach Men's Varsity. Fall 1993

*United Soccer Club*, Lincoln, NE — Head Coach, U19 Boys. Fall 2004

*Lincoln Adult Soccer Assoc./Capitol Sports Foundation*, Lincoln, NE — Manager, Team Moniker. Spring 2000 to Present

## >> References

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Available upon request