

MATTHEW BROWN

2036 E. 14th Pl.
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WORK EXPERIENCE

Paraprofessional / Teacher Assistant

Aug. 2021 - May 2024

Union Public Schools - Union Freshman Academy - Tulsa, OK

- Assisted special education teachers and administrators with direct and indirect instruction of students.
- Prepared, organized, and implemented materials and lesson plans for special education learning.
- Maintained an orderly, safe, and positive school environment for students with special needs.

Co-Owner / Project Manager

Feb. 2015 - Aug. 2021

Brown Littlefield and Company, L.L.C. - Tulsa, OK

- Managed and provided oversight in all areas of residential construction and renovation projects.
- Coordinated with architects, engineers, contractors, and tradesmen in project planning and construction.
- Provided job site supervision and managed project budgets to achieve project goals.

Assistant Golf Course Superintendent

Apr. 2013 – Dec. 2014

Southern Hills Country Club - Tulsa, OK

- Assisted superintendents in managing and maintaining quality turfgrass and golf course conditions.
- Performed various assignments such as chemical applications, greenskeeping, mowing, and course setup.
- Assisted with large projects including aerification, irrigation, drainage, tree removal, and grounds repairs.
- Assisted with the daily operations by providing small project management and supervision.

Assistant Golf Professional

Apr. 2011 - Apr. 2013

Clary Fields Golf Club - Tulsa, OK

- Assisted head golf professional with golf operations, turfgrass management, and golf course maintenance.
- Assisted with the management of golf shop, snack bar, and outside services staff.
- Coordinated tournaments, outings, lessons, and junior golf camps.
- Produced and implemented marketing materials including full-scale website and email campaigns.

Project Manager

May 2007 - Feb. 2011

The Brown Studio, L.L.C. - San Diego, CA

- Managed construction and restoration projects for an eco-friendly residential development company.
- Coordinated with architects, engineers, designers, and contractors in planning and construction.
- Provided job site supervision and management to achieve project goals.

Web Developer / Graphic Designer / Consultant

Jan. 2003 - Feb. 2007

Brown Bear Multimedia - Oklahoma City, OK / San Diego, CA

- Provided full-scale development, design, production, testing, hosting, and multimedia services.
- Consulted with clients to create and implement concepts for marketing and advertising purposes.
- Produced and implemented high volume content management concepts and applications.
- Trained clients, administrators, and assistants to utilize content management systems.

EDUCATION

University of Oklahoma - Norman, OK

Bachelor of Arts, 2003

Major: Journalism / Film and Video Studies

Moore Norman Technology Center - Norman, OK

Web Development, 2004

CERTIFICATIONS

Oklahoma Teaching Certificate

Technology Engineering, Level 6-12

Journalism, Level 6-12

American Red Cross

First Aid, CPR, AED/O2 Administration