

Matthew S. Greenwood

Richville #105, 69-116, Pungdukchun-dong, Suji-gu, Yongin-city
msgreenwo@yahoo.com

EDUCATION

Indiana University – Purdue University in Indianapolis
Bachelor of Science Degree in Psychology
Bachelor of Arts Degree in Philosophy

OFFICE SKILLS

- Experience in legal research, estate filing procedures, and aspects of elder law issues.
- Proficient with Microsoft Office Suite of software (Word, Powerpoint, Excel, Publisher, Outlook), and the Adobe Creative Suite (Illustrator, Photoshop, PageMaker/InDesign, Acrobat, Dreamweaver).
- Experienced in building and upgrading computers, maintaining Local Area Networks, and extensive training in digital output optimization.

LEADERSHIP AND ORGANIZATIONAL SKILLS

- Teaching English for ECC Suji, I was responsible for the English instructions of students ranging from pre-school to middle school, creatively using lesson plans that were fun for students while remaining instructive.
- As a test evaluator for DPLOYIT, assigned at CTB/McGraw-Hill, I received extensive training to score state standardized tests of academic achievement.
- As a teaching assistant I created lessons plans, lectured in the professor's absence, devised and administered exams, and assisted students with coursework.
- As a Community Organizer for United Senior Action Action I:
 - Conducted community outreach, educating seniors about issues and services.
 - Engaged in leadership development.
 - Organized special events including socials and fundraisers.
 - Worked cooperatively with other non-profits that serves seniors, disabled and low income individuals and families.
- As head of the Computer Services Department at Kinko's Copies, I trained co-workers on new computer procedures and applications, as well as performed disciplinary procedures within my department.

EMPLOYMENT HISTORY

English Teacher June 2010 to August 2010
Suji ECC, Shinbong V Sharmang bldg 5F 748-2, Sungbock-Dong, Suji-Gu, Yougin-si, Gyeonggi-do, S.Korea

IT CONSULTANT 2006 to May 2010
The Generations Project, One North Capitol Avenue, Suite 1025, Indianapolis, IN 46204

COMMUNITY ORGANIZER 2006 to February 2010
United Senior Action of Indiana, 324 Morris Street, Suite 114, Indianapolis, IN 46225

LEGAL SECRETARY 2003 to 2006
Law Office of Herman E. Greenwood, 5135 West 10th Street, Speedway, IN 46224

TECHNICAL SPECIALIST 1998 to 2003
Kinko's Copies, 5030 Pike Plaza Road, Indianapolis, IN 46254

TEACHING ASSISTANT 2002
IUPUI School of Science Department of Psychology, 402 North Black ford Street, LD 124, Indianapolis, IN 46202