

## Skills

### MS Office

PowerPoint  
Word  
Excel  
Outlook  
Sharepoint  
Stream  
Forms  
Teams

### Adobe Creative Cloud

Photoshop  
Illustrator  
InDesign  
Premier Pro  
After Effects  
Audition  
Acrobat Writer  
Captivate  
Firefly

### Apple Applications

Garageband  
iMovie  
Keynote  
Pages  
Numbers

### GenAI & Other Tools



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LinkedIn

## Online portfolio

For samples of work, visit:  
[matthoward.co.uk](http://matthoward.co.uk)  
for more details.

### Diamond Management & Technology Consultants 2004 - 2010

Corporate Design Co-ordinator for UK, India, and USA & IT Manager for UK Office - Promoted to IT Manager as well as continuing duties within corporate design

#### Corporate Design

- Oversaw all document proposals and business development collateral and delegated requests to the Desktop Publishing Group in India and Chicago
- Designed & Created Global PowerPoint & Word templates for the entire firm, along with key event templates 'All Hands'
- Created all of London based marketing materials such as adverts for corporate events and designing an entire book launch 'IT Savvy' from billboard posters to event booklets
- Designed Diamond London's corporate brochure for 5 years along with recruitment brochure and whitepaper production
- Designed Diamond's recruitment stand
- Running the UK stand for the USA recruitment fair, theming and designing interactive DVDs, presentations and stand production
- Creating Podcasts for recruitment events doing end-to-end production and launching on Apple Music

#### Training

- Delivered training to London, India & Chicago based colleagues (MS PowerPoint & Word Specialist)
- Running a large PowerPoint Training Class for the UK and US Office teaching all levels

#### IT

- Support laptops and desktops combining (Windows and Mac Operating systems). Visit users on and off-site during normal business hours as well as significant after hour's emergency support
- Develop, administrate and support the London network, servers and telecom infrastructure under the direction of corporate technical staff in the Chicago Office
- Support mobile phones, smart phones, & tablets, mobile Internet for London and visiting users
- Maintain vendor relationships with supplier of London IT and telecom equipment and manage purchasing and asset management for the London Office
- Participate in Global Infrastructure Development projects & Disaster Recovery procedures for the Office

#### Other

- Assist the Office Manager with maintenance of the London Office and other office facilities projects

## Education & Training

### 2022 - 2025 Accenture

#### Technology Quotant (TQ) Training Courses

Generative AI

Automation

Blockchain

Cloud

Agile & DevOps

5G & Edge Computing

Enterprise Platforms

XR and the Metaverse

Quantum Computing

### 2013 - 2022 BCS Consulting

Adobe Certified Associate (ACA) in Premier Pro, InDesign, Illustrator, Photoshop

St John's Ambulance - First Aid in the Workplace

St John's Ambulance - Fire Marshall

### 2000 - 2010 - Diamond Management & Technology Consultants

New Horizons Training - Train a Trainer

New Horizons Training - Adobe Illustrator, Photoshop 7, CS1-CS5

New Horizons Training - Adobe Dreamweaver, Fireworks, Flash, InDesign, Quark Xpress

New Horizons Training - MS Office, Visio, Project, PowerPoint Advanced Training to Train

Microsoft Certified Training: Planning, Implementing & Maintaining a MS Windows Server 2003

Active Directory

Apple Certified Training: ACSP - Apple Certified Support Professional 10.6 (Snow Leopard)

St John's Ambulance - First Aid in the Workplace

St John's Ambulance - Fire Marshall

### 1996 - 2000 South East Essex College, Southend-On-Sea, Essex

GNVQ Intermediate in Media, Communication and Production - Pass with Distinction

GNVQ Advanced in Media, Communication and Production - Pass with Distinction

### 1991 - 1996 Furtherwick Park School, Canvey Island, Essex

9 GCSE's Including, English Language, English Literature, Maths, Art & Design, Business Studies, Double Science, French, Social Science.

RSA - Computer Keyboard Skills 100% accuracy

## References

Available on request.