

# Résumé of Matthew Brundage

*mobile:* 301.908.3113

Currently employed full-time and not looking for work.

## Education

### **Bachelor of Science: Computer Studies**

[University of Maryland University College \(UMUC\)](#), December 2005

*Magna Cum Laude*; Dean's List: 2001–03, 2005–06 (3.95 GPA)

### **Associate of Arts: Information Systems**

[Montgomery College](#) (Rockville, MD), December 2000

*Cum Laude*; Dean's List: 1999, 2000 (3.5 GPA)

## Technical Knowledge

**Internet:** strict HTML/XHTML, CSS, PHP, ColdFusion, Photoshop, JavaScript, Apache, Windows server/IIS

**Data Management:** PHP/MySQL, MS Access/VisualBasic, MS Excel

**Cataloging and Libraries:** Horizon 7, Library.Solution, LC copy and original cataloging, OCLC Connexion

## Experience

### **Website Developer**

January 2008 — present with **Network Designs: Vienna, VA/Washington DC**

June 2007 — December 2007 with **Ettain Group: Reston, VA/Washington DC**

Web development for the [FAA's](#) family of Internet and intranet sites. Duties include adding, editing, and removing content, and developing and honing online applications.

### **Freelance Web Developer/Designer**

2001 — present

Develop and design a variety of websites. My portfolio is available at [mattbrundage.com/web/](http://mattbrundage.com/web/). While designing for clients, I strive to provide functional and visually appealing layouts; to provide cross-browser compatibility while conforming to web standards (XHTML, CSS); to employ ethical SEO; and to keep content accessible — being mindful of connection speeds and people with disabilities (Section 508 compliance).

### **Technical Services Manager**

March 2007 — May 2007 with **2020 Company: Falls Church, VA/Washington DC**

February 2005 — March 2007 with **Library Systems and Services, Inc. (LSSI) : Germantown, MD/Washington DC**

Technical services for the [Department of Energy Library](#).

- Ensure Certification and Accreditation of all library-related computer systems and databases.

- Maintain the Energy library website, including the online catalog and intranet.
- Administer a Windows 2000 web and file server.
- Maintain Access databases: developed reports, edit VisualBasic code, and improve UI.
- Manage cataloging and inventory control aspects at DOE, including original and copy cataloging, weeding, and local MARC record editing.

## Library Technician

December 1999 — March 2007 with [Library Systems and Services, Inc. \(LSSI\)](#) : Germantown, MD/Washington DC

**Recent Project:** Participated in a variety of cataloging and materials processing tasks for several branches of the [Smithsonian Institution Libraries](#).

- Performed inventories of serial holdings at various Smithsonian branches.
- Modified serial records with Horizon 7.
- Maintained monthly statistics for all projects and developed reports as necessary.

## Accomplishments

- Inventoried the Hirshhorn Museum and Sculpture Garden's monograph collection.
- Automated the Serials Check-in project for the Acquisitions Department. Established prediction patterns and enumeration for subscription serial titles.
- Cataloged selections from the Trade Literature collection at the Museum of American History (2003–2004).
- Cataloged vertical files with OCLC CatMe for the African Art Museum library (2001–2003).
- Aided the bindery preparation project at the [Library of Congress' Law Library](#) (Nov/Dec 2002). Used Voyager and LARS bindery preparation software.
- Prepared books and other media for circulation for the Montgomery College libraries (2000–2002). Covered, stamped, labeled, and barcoded media. Maintained documentation. Worked with Voyager cataloging and OCLC Prism.

## Office Assistant/Database Technician/Cataloger

July 1998 – February 2001 with [The North American Forum on the Catechumenate](#) : Washington, DC

- Updated and maintained The Forum's membership database, first with The Raiser's Edge, then with Alpha Five.
- Developed and maintained an Access database for The Forum's library.
- Processed purchase orders, prepared items for shipment, and did other various office tasks.
- Gained experience with The Raisers Edge, Alpha Five, Access, WordPerfect, QuattroPro, Excel, and Word.

## Library Page

August 1994 — December 1999 with [Montgomery County Public Libraries](#) : Olney, MD

- Shelled books and other media from all genres and sections.
- Shifted, organized, and sorted materials.
- Five-year experience with the Dewey classification system.
- Participated in various aspects of library workflows, including circulation operations and patron assistance.