

Contact

ktmatott@gmail.com

www.linkedin.com/in/katie-matott-3328b0100 (LinkedIn)
www.katiematott.net/ (Portfolio)

Top Skills

Audio Visual Support
AV Integration
Procurement

Languages

English

Certifications

Google IT Support Certificate
Google Project Management Certificate

Katie Matott

Lead Audio-Visual Specialist for Caterpillar Inc.
Addison, Texas, United States

Summary

Motivated audio visual professional passionate about helping others solve problems and have seamless meetings. Enjoys finding creative solutions in customer service, audio visual support, and troubleshooting initiatives. Detail-focused and result-oriented with extensive knowledge in troubleshooting A/V-related issues and effective training skills.

Experience

Caterpillar Inc.

Lead Audio-Visual/IT Specialist

July 2023 - Present (6 months)

Irving, Texas, United States

Ensure the accurate evaluation of conference rooms and offices

Responsible for the maintenance and replacement of all conference room equipment

Provide input on new electronic office equipment as it becomes available

Provide technical support during company events

Provides 24/7 emergency response to the Executive Officers

Give detailed presentations to customers and business managers when required

Provide efficient work within departmental budgets

Coordinate with Global Facilities teams on audio / visual equipment standardization

Leading audio/visual equipment improvement projects

Procure audio / visual equipment when needed

The City of Rocky Mount

IT Support Specialist

July 2022 - June 2023 (1 year)

Rocky Mount, North Carolina, United States

Investigates and resolves user-specified problems regarding computers and peripheral equipment via telephone or in person.

Studies trends in Help Desk calls and develops methods for preventing reoccurrences of persistent problems.

Works with IS analysts to outline and troubleshoot specific application, network, or security issues.

Deploys new and restored computers and equipment to City employees.

Assists in tracking PC identification data, PC host data, and user account data using spreadsheets.

Documenting technical processes and providing instructions to others on technical processes

Caterpillar Inc.

Audio Visual/Facilities Management Specialist

May 2021 - July 2022 (1 year 3 months)

Chicago, Illinois, United States

Ensure the accurate evaluation of conference rooms and offices

Responsible for the maintenance and replacement of all conference room equipment

Provide input on new electronic office equipment as it becomes available

Provide technical support during company events

Give detailed presentations to customers and business managers when required

Coordinate with Global Facilities teams on audio/visual equipment standardization

Leading audio / visual equipment improvement projects

Procure audio / visual equipment when needed

Encore Event Technologies

Lead Audio Visual Technician

December 2017 - March 2021 (3 years 4 months)

Greater Chicago Area

- Set up, operate, maintain and repair equipment used to enhance live events, such as microphones, video recorders, projectors, lighting and sound mixing equipment.

Laugh Factory

Assistant Engineer

June 2017 - September 2017 (4 months)

Greater Chicago Area

- Assisting on Camera and Sound Mixing during live shows.
- Recording and editing podcasts.

- Production and post-production editing on various videos.
- Creating ideas for various comedy videos, marketing ideas, podcasts etc.

Blue Plate

Server

April 2015 - August 2017 (2 years 5 months)

Greater Chicago Area

- Answered all customer queries regarding food ingredients, preparation procedures, and garnishes
- Served seated dinners and managed buffets
- Set up chairs and tables in banquet dining area
- Assisted in keeping dining area organized and clean
- Cleared and cleaned tables between meal times
- Set silverware, draped tablecloths and folded napkins
- Assisted in event hall decoration and candle display arrangement
- Carried heavy food trays from kitchen

Particle Audio

Intern

September 2016 - November 2016 (3 months)

- Assisted the sound designer during mixing sessions with clients
- Maintained a clean and organized work environment for clients and staff alike
- Provided a number of services for all clients including: preparing meals, snacks, and beverages

NoiseFloor

Intern

June 2016 - September 2016 (4 months)

308 W Erie St, Chicago, IL 60654

- Assisted the sound designer during mixing sessions with clients
- Was the Foley artist for many of their projects
- Edited audio for in-house projects
- Maintained a clean and organized work environment for clients and staff alike
- Provided a number of services for all clients including: preparing meals, snacks, and beverages

Columbia College Chicago

Office Assistant/TA

January 2016 - May 2016 (5 months)

- Answered phone calls, emails and questions asked by students, parents and faculty
- Checked students in, made appointments and led them to their classrooms
- Assisted students in the process of setting up and troubleshooting their Pro Tools, ADR, Foley and Mixing sessions upon request
- Worked with student directors and producers to create final soundtracks, ADR and Foley mixes for their films and shorts
- Maintained an organized working environment and helping out with any, and all tasks my supervisors and professors asked me to do

Big Shoulders Digital Video

Intern

May 2015 - August 2015 (4 months)

Provided 'PA' like assistance on location shoots, including: House Hunters, Chi-Raq and McDonalds

Assisted the head post production audio, Ryan Handley, with commercials, radio specials and news spots

Made coffee/lunch/equipment runs

Columbia College Chicago

Office Assistant

October 2012 - May 2015 (2 years 8 months)

- Answering all phone calls and emails
- Assisting students and their parents through the process of applying for on campus jobs as well as processing their paperwork and tax forms
- Maintaining an organized working environment and helping out with any, and all tasks my supervisor asks me to do

The Syndicate

Marketing Representative

January 2013 - January 2014 (1 year 1 month)

As part of this grassroots marketing company, I handed out and post promotional items for musicians and comedians at local venues, retail locations, and college campuses in the Chicago area.

Education

Northwestern University

Master's Degree, Sound Arts and Industries · (2016 - 2017)

Columbia College Chicago

Bachelor's Degree, Audio Arts and Acoustics · (2012 - 2016)

Coursera

Google IT Support Professional Certificate · (November 2022)

Coursera

Google Project Management Certificate · (November 2022 - December 2022)