

Matthew J. Ebert
P. O. Box 13
Gerlach, NV 89412
(775) 557-3063
metric@metric.cc

Skills: I am computer literate and mechanically inclined, a creative thinker and facilitator, a musician and writer.

Experience:

April 2005 – October 2005: political consultant, Nevada Clean Energy Coalition, Gerlach, NV

- launched an awareness campaign in opposition to a proposed coal-fired power plant within a focused demographic, including arranging meetings, a letter-writing campaign, and political lobbying;
- built and destroyed a scale model effigy with informative displays at a public event.

May 2001 – November 2004: Manager, Black Rock Station, Black Rock City, LLC (Burning Man), Gerlach, NV

- Directed labor, supported project managers, maintained infrastructure, and other duties as necessary to support a professional production and storage facility in the high desert of northern Nevada;
- Performed inventory, volunteer and staff orientation, vendor & community relations, transportation, IT/communications, and commissary support functions;
- Prepared reports, created protocols & procedures, and attended committee meetings.

March 1998 – July 1999: Administrative Assistant II, Institute for Health Policy Studies, UCSF School of Medicine, San Francisco, CA

- Transcribed, created, proofread, and/or formatted documents for trade journal publications, grant proposals, data-gathering questionnaires, presentations, internal and external correspondence, etc;
- Processed check request and travel reimbursements, made travel plans, and justified accounting logs;
- Handled phone reception duties as well as substituting for various positions when necessary;
- Performed some database management and technology training of staff.

December 1996 – March 1998: Administrative Assistant, Manpower Technical Services, San Francisco, CA

- Created filing system for the development division of Airtouch Communications;
- Resolved/routed customer service requests for the realty division of Citibank's western division;
- Configured and compiled database information and trained staff in MS Access at GE Reinsurance;
- Performed shipping, receiving, and inventorying tasks for the ITS Store at UCSF, and scheduled/assisted in repairs and upgrades in their service center.

June 1996 – November 1996: Sound Technician, McCune Audio Visual & JK Sound, San Francisco, CA

- Delivered, set-up, operated, and broke-down sound and video equipment for small to large scale musical performances and professional presentations;
- Engineered freelance nightclub performances and demo recording projects, including coordination with staff and artists, troubleshooting, stage management, and delegation of responsibilities.

February 1993 – January 1995: Assistant Manager, Chatzka's, Inc. and NYSF Partners (Red & White Fleet and Ben & Jerry's), San Francisco, CA

- Hired, trained, supervised, and supported staff in a multifaceted food concessions business;
- Controlled inventory, negotiated with vendors, and developed marketing strategies.

Education and Affiliations:

1988 – 1989: State University of New York, Binghamton – broadcasting

1995 – 1997: San Francisco State University – music/business

1998 – 1999: SFSU Music/Recording Industry program – public relations, and law

1999 – 2000: member, California Lawyers for the Arts

2003 – Present: Vice-Chair, Gerlach/Empire Citizen Advisory Board

References:

Will Roger Peterson, Black Rock City LLC, (775) 750-6252

Bonnie Weber, Vice-Chair, Washoe County Commission, (775) 328-2005

Victoria Williams, Gerlach General Improvement District, (775) 557-2401