



Matthew T. Pipes
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www.mattpipes.com

QUALIFICATIONS:

Gallery experience in current capacity as registrar at a fine art press.

Excellent computer skills especially in using databases and in digital imaging.

Fine art and printmaking background.

Proven communication and customer service experience.

SKILLS AND ACCOMPLISHMENTS:

Graphic arts:

At Trillium Press/ Trillium Graphics

Assisted in archiving and installing works in the gallery, created postcards, tear sheets and other collateral for gallery promotion, created company website to update information and images

Currently I am in the multimedia program and City College where I am focusing on fine art print making. Successfully completed a core program that incorporates web design, digital editing and flash animation.

Administrative:

As Registrar at Trillium Press:

Created databases and mailings_Coordinated applications to, and participation in International Art Expos Provided customer service and sales of artwork in gallery created and maintained inventory of all of the prints in the gallery

Communication/Team Building:

As a Group Facilitator for The Stop AIDS Project I Lead diverse groups of people in



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discussions of often very difficult and personal subject matters

At First Republic Bank I headed a team on a project that standardized the data entry process for all of the branches and restructured the way customer information was stored and captured.

WORK HISTORY:

2003-present Registrar Trillium Graphics, Brisbane, CA

1998-2002 Systems Analyst First Republic Bank, San Francisco, CA

1995-2003 Group Facilitator The Stop AIDS Project, San Francisco, CA

WEB:

2007 - present Web designer-administrator for Trillium Graphics

OTHER:

Exhibiting painter and printmaker

EDUCATION:

Presently Student in the multimedia program at City College, San Francisco

1993 Bachelor of Arts, The Evergreen State College, Olympia Wa

COMPUTER SKILLS:

I am experienced and proficient in both Macintosh and Windows work environment