

Matthew Boyko

Multimedia Production | Administrative | Coordinator

New York, USA

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An executive-level producer & administrator with over 15 years of experience focusing on Executive & Studio Support for directors, principals, operations/technical, and marketing divisions within the fields of Finance, Hospitality, Architecture/Design, Production, and Education.

Primary responsibilities include maintaining calendars, creating meeting logistics, coordinating with internal/external stakeholders, providing travel support/itineraries, creating/producing media, and helping the organization to grow while furthering client relationships through service, communication, and media deliverables.

I help grow culture, and frequently operate as an early adopter in the workplace, progressing research, education & innovation through rapport & communication.

EXPERIENCE

- Excellent organizational, interpersonal, and communication skills across a variety of teams/global partners.
- Experience with onboarding/offboarding and change management communications/deliverables.
- Professional, polished, positive attitude, and team player, collaborative spirit and the drive to engage.
- Ability to work efficiently and with accuracy, for multiple projects and deadlines, and thrive in a high-paced environment.
- Specialized Computer skills include Microsoft Office Suite, Adobe Suite, and wide experience with digital media.
- Scheduling meetings and managing heavy calendars for multiple C-Suite, Senior partners.
- Booking travel (international, domestic, hotel, providing detailed itineraries, car service, etc.)
- Processing expenses, maintaining complex schedules, composing correspondence, both internal and client-facing.
- Coordinating Zoom webinars, maintaining internal corporate access system.
- Organize, execute, and assist with internal/external meetings: staff / all-hands meeting, off-sites, and team social events.
- Management of team space, including moves, reconfigurations, and varied change management communication.

PROFESSIONAL EXPERIENCE

Beacon Hill Staffing

Executive Assistant to COO, Blackstone Credit

October 2022 – June 2023

New York City, New York

- Detailed Calendar Management & Global Meeting Coordination for the COO's schedule, serving as the point of contact between departments, business-wide, and the COO.
- Additional Duties include overseeing travel arrangements, screening calls, submitting expenses, securing event reservations, responding to meeting requests, and support with anything else required both professional & private.

Gensler Architecture & Design

Associate, Multimedia Design Strategist

January 2019 – May 2020

Marketing: Northeast Region, New York City, New York

May 2014 – December 2018

Consulting & Real Estate Services Studio, New York City, New York

- Connected and helped lead a media production network globally across the firm, resulting in client-driven collaborative works that expanded our client-facing offering and development as a known group within the firm.

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- Worked with a full range of collaborators, both internal & external, on video works that ranged from \$5k to \$250k+, further developing the Consulting and Innovation portfolios to include video media as a deliverable adding revenue of over \$2.2million from FY2016-FY2018.
- Developed brand standards & guidelines for media, archiving/image optimization protocols, and led a monthly meeting to discuss new video work with global colleagues to expand the network's portfolio and new business.
- Created video works that captured the voice and culture of our talent & Founders through projects illustrating diversity, background, and the story of design.
- Managed project teams and budgets, scheduled production, organized travel logistics, and contributed directly to the development of a media works portfolio for the firm, working closely with Board, C-Suite, Consulting, Innovation, and Marketing teams.

Studio Coordinator

December 2011 – May 2014

Lifestyle & Workplace Studios, New York City, New York

May 2008 – December 2011

Lifestyle Studios, San Francisco, California

- Managing 2-3 studios (35+ per studio) and supporting practice area leaders in Retail, Retail Centers, Hospitality, and Workplace. Executive and C-Suite level support, including Administrative Coverage and Front Desk.
- Coordinated meeting agendas, project management documentation, and budgeting for a full range of design, infrastructure, and architecture projects within the Retail, Hospitality, Mixed-Use, and Workplace Practice Areas
- Project work included client coordination, design and image work for proposals, qualifications, design standards manuals, marketing materials, internal/external presentations, and awards submissions.
- For studio administration and executive-level support, a calm, relaxed demeanor in all things, the ability to multitask, balance schedules, apply discretion, and listen accordingly were paramount.

Office Coordinator

March 2007 – May 2008

San Francisco, California

- Maintained the company-wide mailroom for the office, delivering/receiving/sending packages daily.
- Responsible for ALL catered client events, maintaining the office environment, and providing support to ALL departments, studios, executives.
- Able to communicate efficiently with all levels of colleagues, clients, and other external contacts. Created better methods of communication through forms and documentation practices.

Freelance

Media Producer, Consultant, Instructor, Administrator

January 2003 – Present

Clients: Gensler, IIDA, Various Galleries, Schools, Artists, Designers & Arts Foundations

- Media producer/consultant and instructor for a wide range of marketing, conference, and media focused classes/workshops/projects. Providing consultation, leading workshops and providing various administration for a variety of clients, mostly within design, architecture, fine arts and educational/institutional venues.

AREAS OF EXPERTISE

Executive Support
Office Administration
Calendar Management
Change Management
Travel Scheduling/Logistics
Expense Processing & Concur
Education & Research
Writing, Copywriting

Budget Management
Media Design & Management
Filing, Recordkeeping, and Archive
Curriculum Design
Exhibition Design
Public Speaking
Writing, Copywriting
Communications and PR

Interview Experience
Pre-Production - Post
Digital Media Optimization
Vocal Coaching
Media Strategy & Planning
Direction & Performance
Social Media Marketing

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TECHNICAL SKILLS

Microsoft Office Suite
Adobe CC
Google Suite

Digital Media Optimization Tools
Salesforce
FileMaker Pro/Artsystem5

HTML/JavaScript
Mac & PC Platform Experience
DSLR/Digital Cine Operations

TEACHING EXPERIENCE

Workshops & Teaching Assistantships

2015 – 2019	Introduction to Video & Digital Media Production	Gensler, New York City, New York
2009	Introduction to Vision CRM	Gensler, San Francisco, California
2008	Introduction to Digital Image Processes	Gensler, San Francisco, California
2006	Image Optimization for InDesign & Final Cut Pro	California College of the Arts, San Francisco, California
2006	TA: Introduction to Digital Media: Use & Operation	California College of the Arts, San Francisco, California
2005	TA: Graduate Seminar, (60+ students, 4 instructors)	California College of the Arts, San Francisco, California
2005	Web Optimization for Imagery & Video)	California College of the Arts, San Francisco, California
2001	Creating Imagery for the Internet, RE: Boot camp	Drury University, Springfield, Missouri

EDUCATION

2004 – 2006	Master of Fine Arts	Focus: Photography & Video	California College of the Arts, San Francisco, California
1996 – 2002	Bachelor of Arts	Majors: Photography, Theatre, Design Minors: Art History, Global Perspectives	Drury University, Springfield, Missouri

Additional Coursework

2004	Master of Fine Arts	Graduate Fine Arts Program	University of California Berkeley, Berkeley, California
1998	International	Studying Art, Theatre, Design in London	Regents College, London, United Kingdom

AWARDS, VOLUNTEER WORK, ASSOCIATIONS, SPEAKING ENGAGEMENTS

2018	Toast Masters, “Competent Communicator” Certificate	Gensler Chapter, New York City, New York
2017 – 2020	Associate Steering Committee Member	Gensler, New York City, New York
2016 – 2018	Toast Masters Officer: Vice President Public Relations	Gensler Chapter, New York City, New York
2014 – 2019	City Year Volunteer: Media Director	in collaboration w/ Gensler, New York City, New York
2013	Gensler Star Award	Gensler, New York City, New York
2012 – 2016	Gensler Art Exhibition Co-Curator, (w/ oversight from Mark Morton)	Gensler, New York City, New York
2010	Master of Ceremony for C.H. Villyard Wedding Ceremony	San Francisco, California
2009	Master of Ceremony for Fall Members Party	SF MoMA, San Francisco, California
2007 – 2011	Gensler Art Committee Co-Curator, (w/ oversight from Collin Burry)	Gensler, San Francisco, California
2007	Deadpan Exchange 3 Exhibition Speaker	The Lab, San Francisco, California
2006	Graduate Commencement Speaker	California College of the Arts, San Francisco, California
2006	Dennis Leon and Christin Nelson Scholarship	California College of the Arts, San Francisco, California
2005, 2006	Student Leadership Award	California College of the Arts, San Francisco, California
2002	Boyko Weltanschauung Award	Drury University, Springfield, Missouri
2001	Degenerate Artist Award	Drury University, Springfield, Missouri