

Matthew Russell Boteilho  
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## EDUCATION

Bachelor of Fine Arts in Graphic Design  
Virginia Commonwealth University  
*Richmond, Virginia; Fall 2007 – Spring 2012*

## EXPERIENCE

### **Asians Against Domestic Abuse** – *Houston, Texas*

Contract graphic designer for Asians Against Domestic Abuse—a non-profit built to provide resources and empower survivors of domestic abuse. AADA accounts for its participation via social services aimed at both the local Houston community and the global Asian populace. Contracted to implement print and web services intended to improve organizational outreach, overall membership, and donor support.  
*Fall 2014 – Fall 2015*

### **Children's Museum of Houston** – *Houston, Texas*

Efforts in print, exhibition, interactive, and web design. In-house print designer of weekly and seasonal offset publications, mailers, and die-cut collateral. Upheld related communications with print vendors, bidding projects, preflighting files, and attending press checks throughout the city. The interactive exhibit design process required a hands-on approach from a variety of disciplines, including—application design compatible or adaptable to an assortment of touch screens, a creative consideration for elements of architectural influence within each singular exhibit, as well as efficiency when setting type and installing vinyl title walls. Preparation for exhibit installation involved close collaboration between a diverse group of museum personnel. Frequent implementation of CSS or HTML for website updates and email communications to museum members and donors.  
*Fall 2012 – Spring 2014*

### **The Martin Agency** – *Richmond, Virginia*

Internationally present agency whose clients have included AMC, Comcast, Discover, and Geico. Studio creative team member focused on art and design production. Ad campaigns involved consistent communication between team members from various departments. As a studio creative who worked on call—the ability to be available through the night or on the weekend, was always necessary when approaching project deadlines.  
*Summer 2012*

### **Richmond Public Library** – *Richmond, Virginia*

Print and exhibition design for the city of Richmond's library system. Assisted among a small team creating content for all nine branches. Produced typographic displays, posters, and reference material used throughout the buildings. Participation in the preliminary process of an exhibit included—citing research and text from recent documents and ephemeral sources alike, such as microfiche; pulling historical materials and other rare, printed works from the closed stacks; and coordinating the assembly and opening of the exhibition or special event. Print work centered on the development and circulation of weekly newsletters, event calendars, and other leaflets distributed to increase support or library attendance.  
*Fall 2011 – Spring 2012*

## NOTED PROJECTS

### **William J. Hill Proclamation Certificate**

*Children's Museum of Houston, Texas*

Produced custom handmade clothbound cover to display a certificate of achievement. Award presented to museum donor, William J. Hill, from the Children's Museum of Houston.

### **William J. Hill Express Delivery Service**

*Children's Museum of Houston, Texas*

Exhibit enables young kids to experience the responsibilities of real-world logistics and shipping procedures. Design process included interactive touch screens, print media, and physical components.

## PRIVATE PRESS

### **Poor Farm Editions Press** – *Distributors*

Cactus Music – *Houston, Texas*

Meditations – *Kyoto, Japan*

Tomentosa Records – *Asheville, North Carolina*

Quirk Gallery – *Richmond, Virginia*

Cassettivity Records – *Brooklyn, New York*

## TECHNICAL

Mac OS X and Microsoft Windows; Adobe Creative Cloud, HTML, CSS, CMS  
Studio and on-site digital photography, analog film development and enlargement  
Commercial press check experience, pre-press and pre-flight knowledge  
Letterpress love: proofing press, Vandercook, and Chandler & Price