

# Matthew Lee

contact

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Impact-driven professional with experience in nonprofit communications, law, and design.

Full digital resume on [matthewjosephlee.com/digital-resume](http://matthewjosephlee.com/digital-resume)

## education

**University of Southern California - USC**  
Masters of Studies in Law  
B.A. Communication and Design

## skills

### Communications

Non-profit Communications, Fundraising, Donor Relations, Media Relations, Public Relations, Strategic Communications, Crisis Management, Writing and Reporting, Editing

### Legal

Writing, Research, Proofreading, Cite-checking, Editing, Fundamentals in HR Compliance, Corporate Governance, Intellectual Property, Contract Drafting and Analysis, and American Law

### Design

Adobe Creative Cloud, InDesign, Illustrator, Photoshop, Premiere, HTML and CSS, DSLR

## awards

**USC Initiative to Eliminate Homelessness** Student Excellence in Action Award

**USC** Communication Honors Society

**Boy Scouts of America** Eagle Ranking

## experience

### 2nd Grade Special Educator at KIPP Believe Primary

July 2021 - Present

- Teach math, English language arts, reading, and social-emotional curriculum based on Louisiana and Common-Core standards
- Review and analyze reading and math data regularly to inform and alter daily teaching practices
- Administer regular assessments of students' performance to evaluate learning and teaching practices
- Manage and mediate safe learning and social environment for 22-26 students
- Provide constant communication to students' families about academic and social progress

### Editorial Writer for Leonetti / O'Connell Family Foundation

December 2020 - Present

- Provide editorial services to a USC Sol Price School of Public Policy research team who is writing a book about past philanthropic models used in Los Angeles County.

### Founding Board Member and Director of Media for Trojan Shelter

November 2018 - May 2020

- Head of external communications strategy including: social media, video content, creative consulting, newsletters, website, event planning, media outreach, and press releases
- Partnered with donors to fundraise a \$16,000 program to house college students experiencing homelessness
- Coordinated media outreach with outlets such as NBC, ABC, KCRW (NPR), and CNN

### Writer for USC Homelessness Initiative

October 2019 - March 2020

- Reported 10 stories of USC affiliated nonprofit leaders around Los Angeles about programs relating to homelessness

## achievements

- Teach for America Corp Member
- Produced video advocating for AB 1510 that was sent to the State Capitol and written in law October 2019