

# R. MATTHEW DIPALMA

## CURRICULUM VITAE

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DATE OF BIRTH 12 February 1960  
PLACE OF BIRTH Agaña Naval Hospital, Agaña, Guam  
CITIZENSHIP U.S.  
SEX Male

EMPLOYMENT & OCCUPATIONAL FIELD Creative & Graphic Design, Management, Supervision, and Refrigeration and Steam Systems

### EMPLOYMENT HISTORY

EMPLOYER University of Florida, Department of Housing  
DATES May 2008 to present  
POSITION OPS Support Worker, Maintenance Support Worker, Refrigeration Mechanic  
PRIMARY RESPONSIBILITIES Initially hired as temporary OPS maintenance worker, where I removed/installed /repaired fan coil units and motors, assisted in the replacement of actuator controlled valves, repaired leaks, fit tubing and piping for pneumatic, water, and steam lines, and performed preventative maintenance. Also assisted in basic plumbing, heating, renovation, painting, and building and structural maintenance. After eight months was hired as permanent maintenance staff, where I installed and assisted in repairs, troubleshooting, and preventative maintenance of split system central air conditioning systems, window units, and refrigerators. Promoted to Refrigeration Mechanic position and am currently responsible for maintenance and repair of steam cycle components and circulation pumps, chilled / heating hot water systems, components, and heat exchangers, and preventative maintenance of the above systems. Continue to work in conjunction with the Refrigeration Shop, where I remain responsible for maintenance and troubleshooting of chillers, split system central air conditioning units, refrigeration systems, TMA WorkGroup time management and tracking software, and Federal EPA Refrigerant Compliance software.

Awarded several Greater Gator awards and nominated for STAR Award and Superior Accomplishment Award.

ANCILLARY DUTIES AND SKILLS Performed sheet metal fabrication, created forms for both the Refrigeration and Steam shops for checking systems, tracking maintenance, and other basic needs within both shops, tracked and closed work orders using the TMA WorkGroup time management and tracking software, monitored campus-wide refrigerant use utilizing Federal EPA Compliance Suite Refrigerant Compliance Management software, used Automated Logic WebControls software system to monitor and change air conditioning settings for individual rooms and buildings. Coordinated radio traffic and assignment of incoming work orders for both the Refrigeration Shop and Steam Shop. Prepared several caricatures of retiring co-workers and illustrations for mechanical classes provided at the Learning & Development Center. Developed and taught class on organizing dissemination of information to subordinates based on USMC 5-Paragraph Order. Assisted training co-workers in the operation of computer programs and overall operating systems.

SUPERVISORS Michael Santarsiero, Jackson Watkins, Darrell Mack, and David Smith

<b>EMPLOYER</b>	Adbiz, Inc., Full Service Advertising and Marketing Agency
<b>DATES</b>	Jan 2001 to July 2008
<b>POSITION</b>	Vice President of Production & Media / Production Supervisor
<b>PRIMARY RESPONSIBILITIES</b>	Production supervisor and company liaison for vendors, media representatives, and suppliers. Supervised in-house customer service representatives and artists and coordinated production schedules. Provided quality control measures at every step of production: supervised designers over specs and formats, quality checked prepared files prior to sending to print vendors, proofed and verified accuracy before authorizing print run, and inspected final product prior to delivery to client.
<b>ANCILLARY DUTIES AND SKILLS</b>	Developed and managed project budgets, acted as creative strategist, office manager, traffic manager, copy writer, illustrator/graphic designer, and IT/Network director.
<b>SUPERVISOR</b>	Terry Chester
<b>EMPLOYER</b>	Beechler's Printing
<b>DATES</b>	Jan 1999 to Jan 2001
<b>POSITION</b>	Art Director / Electronic Prepress Specialist
<b>PRIMARY RESPONSIBILITIES</b>	Supervised and scheduled completion of projects for print. Ensured quality and process control of prepared art. Provided in-house quality control over customer provided electronic files. Duties included all phases of electronic and traditional prepress design and illustration, including organization and archiving of computer files.
<b>ANCILLARY DUTIES AND SKILLS</b>	Creative Director: Conceived, executed, and/or supervised all design projects.
<b>SUPERVISOR</b>	Chris Beechler
<b>EMPLOYER</b>	Great Impressions Printing
<b>DATES</b>	1997 to 1998
<b>POSITION</b>	Art Director / Customer Service Representative / Electronic Prepress Specialist
<b>PRIMARY RESPONSIBILITIES</b>	Instructed and supervised art department personnel in preparation of electronic files for print, maintenance of equipment, and archiving computer files.
<b>ANCILLARY DUTIES AND SKILLS</b>	Conceived and created designs, then worked closely with clients for approval or additional revisions.
<b>SUPERVISOR</b>	Bill & Helen Lynch
<b>EMPLOYER</b>	Rella Corporation; Hogtown Screenprinting
<b>DATES</b>	1986 to 1996
<b>POSITION</b>	Art Director / Graphic Designer
<b>PRIMARY RESPONSIBILITIES</b>	Conceived, executed, and supervised designs for apparel imprinting and embroidery, including production of samples and approval of final print run.
<b>ANCILLARY DUTIES AND SKILLS</b>	Researched and approved equipment purchases. Developed internal administrative forms and work flow processes. Performed and/or supervised maintenance of art department equipment and supplies.
<b>SUPERVISOR</b>	Bob Rella

## SELF EMPLOYMENT HISTORY

DATES May 2005 to present  
POSITION Owner/Proprietor of ReproPaperwork.com retail website  
PRIMARY RESPONSIBILITIES Reproduced original documents from numerous time periods for motion pictures, museums, living history displays, and reenactors. Performed all duties as owner: record keeping, developed strategic plans for marketing and expansion, researched supplies to ensure quality products, graphic design and illustration, and provided customer service.

DATES 1982 to present  
POSITION Freelance Graphic Designer / Illustrator  
PRIMARY RESPONSIBILITIES Provided illustration and design for local businesses and civic and University groups. Included services and designs for printed and embroidered apparel, layout, ads, promotional material, logo/corporate identity development, and brochures.

## MILITARY SERVICE

DATES 1982 - 1992  
POSITION Sergeant (E-5), 4th Assault Amphibian Vehicle Battalion AAV Section Leader & NBCD Warfare Specialist  
DISTINCTIONS 1983 - Graduated second in class, Assault Amphibian MOS Training School, MCB Camp Pendleton, California  
1988 - Graduated first in class, Assault Vehicle Unit Leadership (AVUL) School MCB Camp Pendleton, California

## CERTIFICATIONS

CLASSIFICATION Universal HVAC Technician Certification, EPA Clean Air Section 608  
DATE ISSUED July 2009  
NUMBER P5B4E67BE262F9F81

CLASSIFICATION National Park Service Blackpowder Safety Certification for Artillery Demonstrators  
DATE ISSUED May 1990

## COMPUTER SKILLS

PRIMARY PROGRAMS Well-versed in numerous graphic design, illustration, video editing, and imaging applications including, but not limited to, InDesign, Quark, Illustrator, Freehand, Photoshop, ImageReady, Final Cut Pro, and Dreamweaver on both Mac and PC platforms.  
WORD PROCESSING Pages, AppleWorks, and Word on both Mac and PC platforms.  
ADDITIONAL PROGRAMS Time management and tracking software TMA WorkGroup, Compliance Suite Refrigerant Compliance Management software, and Automated Logic WebControls refrigeration control software on PC platforms.

## PUBLISHING CREDITS

OTHER WRITING ACCOMPLISHMENTS  
*Military History Magazine*, Oct. 1998 cover article  
*Locus Magazine of the Science Fiction & Fantasy Field*  
Aardvark-Vanaheim's *Cerebus High Society* #4 (Writing and Illustration)  
*Natural or Supernatural?* by Martin Caidin (Illustration)  
Written three Science Fiction novels, currently seeking publisher(s)

References Available Upon Request

## FILM CREDITS

ACTING & PAPERWORK PROPS

PAPERWORK PROPS ONLY

*My Christmas Soldier* (Motion Picture), 2006

*Royal Pains* (TV Show), 2009

*Fringe* (TV Show), 2009

*Sucker Punch* (Motion Picture), 2011

## DISCOGRAPHY

Lead Singer – *A Night Out On The Shore*, a collection of 18th - 19th century Sea Shanties

## AWARDS

**ORDER OF SANTA BARBARA** - Award for excellence in historical interpretation and visitor relations, National Park Service, Castillo de San Marcos National Monument, St. Augustine, Florida, 1991

**HONORABLE MENTION**, L. Ron Hubbard *Writers of the Future* Contest for science fiction short story *A Timely End* 1998

**GREATER GATOR AWARDS (4)**, Monthly UF award for notable service, 2009-2012

**STAR AWARD**, Nominated for UF quarterly excellence award, Summer 2010

**SUPERIOR ACCOMPLISHMENT AWARD**, Nominated for annual UF Division level award for 2010

## LANGUAGES

English (Native)

German (conversational level, with a convincingly native accent)

Russian (read/write Cyrillic, but no longer conversant)

## HOBBIES, INTERESTS, & OTHER ACHIEVEMENTS

Living Historian and Historical Interpreter - Avid reenactor, researcher, and living historian since 1980. Researching and reenacting English Civil War, American Revolution, Creek Indian & Seminole Wars, American Civil War, Victorian, Edwardian, and World War II time periods. Served in numerous organizational and leadership roles, from newsletter publisher to squad leader (4 to 8 men) to company commander (10 to 25 men) to battalion adjutant (100 to 400 men).

Familiar with numerous fine art techniques such as acrylic, alkyd, and watercolor painting, colored pencil, croquill and production level pen and ink illustration, and composition. Also skilled in 15th – 20th century printing techniques and 18th – 20th century stereotypical design, layout, and fonts.

Acquainted with archetypal styles, accessories, fashion details, and sewing techniques of historical clothing dating back to 12th century BC.

Experienced with 18th - 20th century historical interpretation and visitor relations at National, Georgia, and Florida State Park Service systems.

Sheet metal fabrication and 18th - 19th century blacksmithing techniques.

Familiar with US Navy shipboard steam cycle and components (Navy JROTC training and shipboard experience in USMC) and basic steamfitting.

Taught community education courses through Santa Fe Community College.

Legal and political researcher.

Wrote advertising and marketing advice columns for newspaper publication.

Technical writer - written numerous short manuals and procedural brochures for clients, subordinates, and supervisors.