Maxwell Turpin

Adaptable and positive thinking individual open to learning new skills and embracing new possibilities

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Skills

- Microsoft Office Suite
  - Advanced Word, Outlook
  - Intermediate Powerpoint, Excel
- Adobe Suite
  - Advanced Photoshop and Illustrator
  - Intermediate Premiere Pro, InDesign
- Zoom, Microsoft Teams, Slack
- Impactful social media marketing and web presence
  - Intermediate web design
- Advertisement graphics design and creation
  - Intermediate printing and vinyl signage experience

University of Oregon Advancement, Hybrid, Eugene OR – *Temporary Engagement Assistant*

January 2023 – July 2023

Assisting to connect alumni back with the University of Oregon after they have launched their careers. Outreach to alumni through LinkedIn, Facebook, and other social media. Made lists of prospects in Ellucian Advance. Travel planning and expense reporting through SAP Concur. Contacting venues via phone and email to find the best fit for planned events. Created event advertisements and sent mass emails through Anthology Encompass with graphic creation utilizing Canva and Adobe Photoshop. Administrative planning and scheduling work in Office 365 Outlook, Microsoft Planner, and Microsoft Tasks. Document creation and printing with Microsoft Word and Excel.

Freelance 3D Character Modeling, Freelance – *Custom rigged 3D avatars*

JULY 2018 – ONGOING

Running own business from invoicing, taxes, advertising, marketing, project management, and final digital product delivery. Taking payment from customers upon forming a contract. Project management via Notion and Obsidian. Using online marketplaces and eCommerce sites such as Patreon, Gumroad, Ko-Fi and Second Life Marketplace. Utilizing payment processors like Paypal and Venmo. Social media presence on Twitter and creation of personal website for advertising. Market and advertise services via social media. Creating a project plan that details the workflow steps to the customer. Using software such as Blender, Substance Painter, and Affinity Photo.

Team Wood Block, Contractor — *Video Game Character Modeler*

NOVEMBER 2018 – ONGOING

Working with concept artists and designers to create character models to specification. Illustrating or adapting 2D character references. Creating marketing material such as trailer videos and cover art. Using Blender, Substance Painter, Unreal Engine 4.

High Fidelity XR, Remote — *New User On-boarding*

MAY 2018 – DECEMBER 2019

Virtually on-boarding new users in a social VR environment. Virtually ran a front desk where users were assisted with their questions. Enforcing guidelines, sometimes involving warning or banning users, to keep the space welcoming and comfortable. Planning and running virtual events. Hosting lessons on how to bring content into the platform from their PC. Working closely with the Quality Assurance team to report bugs.

Happy Hamster Computers, Portland OR — *Repair Tech*

SEPTEMBER 2017 – FEBRUARY 2018

Working with customers to troubleshoot their computers and negotiate fixes. Taking payment through a POS system and directly providing support in-store. Submitting tickets using Atlassian Jira for work to be completed on a user's machine. Collaborating with a small team to repair laptops, desktops and Macs. Using a broad software tool-set including Linux-based data recovery tools.

White Box Gallery, Portland OR — *Gallery Assistant*

OCTOBER 2016 – JULY 2017

Responsible for opening and closing the gallery and securing valuable exhibits and equipment. Informing visitors about the current exhibition and artists.
Providing technical audio and video assistance for many of the digital art installations.

South Eugene High School, Eugene OR — *AVID Tutor*

SEPTEMBER 2014 – MARCH 2016

Partnering with students to cement the concepts they learn in their classes in small groups. Tutored general education subjects such as math, science, and history. Guiding discourse on class questions and re-focusing students' attention when a discussion gets off-topic. Aimed to get students ready for college and inspire a lifelong love for learning.

EDUCATION

University of Oregon — Bachelor of Fine Arts, *Art and Technology*

SEPTEMBER 2013 – JUNE 2017