

Matthew Dold

WORK EXPERIENCE

Bid Desk Project Manager

JEDOX GmbH

February 2022 to January 2023

- Set up an agile workflow to organize and showcase Bid Desk accomplishments.
- Onboarded and assigned roles to a global team of bid desk specialists.
- Lead design and development team for an ESG project to create a prototype to track carbon emissions.
- Collaborated with internal and external stakeholders to create a single source of truth for all company queries.

Online Educational Consultant

JEDOX GmbH

July 2019 to November 2021

- Course design — organized course structure, wrote course content, and strategically placed gamification to maximize learning engagement.
- Lesson creation — wrote explanatory text, created custom quizzes, and designed learning tasks to guide learners to their learning goals.
- Video production — wrote, recorded, voiced and edited videos. This included interactive videos that linked to tasks, games, and knowledge checks.
- Collaborated with learners and designers to ensure usability and elevate video and sound quality.

Technical Documentation Manager

JEDOX AG

December 2018 to June 2019

- Produced technical documentation in cooperation with developers, product owners, and marketing managers.
- Regularly proofread content for customer care and marketing.
- Enhanced existing documentation and established writing rules and practices.

Freelance English Teacher

Nemera in Neuenburg

2017—2018

- Acted as an in-house English teacher. Taught technical and business English full-time to various individuals and departments, including company-wide workshops, plant tours, and e-learning implementation with a company-specific lexicon. Tracked and monitored student attendance and progress to report to management.

Various 2013—2017

- Taught adults of all levels in general, business, and technical English at Freiburg University, The German-American Institute of Freiburg, Eckert Vocational School, and private institutions.

Certificates

Projektmanagement Basiswissen
intensiv
(Haufe Group),
RFPIO Content Management
Certificate,
CELTA Teaching Certificate
Goethe-Institut Certificate C1
UX Design
CareeFoundry

Software

RFPIO
Monday.com, Jira
MS Office
Wordpress
Camtasia
(HTML)

Languages

English (native)
German (professional)
Ancient Greek (proficient)
Latin (basic)

Education

UX Design, CareerFoundry
Bachelor's of Arts, Philosophy,
University of Oregon

Personal Interests

Creative Writing,
Dog Training,
Literature,
Cooking.

