

Thomas Matthew Althoff

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Education

Texas Tech University

Bachelor of Arts,
Communication Studies

Graduate May 2019

Honors

Deans List

2015, 2017, 2018 to
Present

Lambda Pi Eta National
Communication Honor
Society

May 2018 to Present

Skills

Adobe Photoshop

Adobe Lightroom

Microsoft Excel

Microsoft PowerPoint

Microsoft Word

Photography

Research

Social Media

Work Experience

Lab Confederate. Aug 2016 to Aug 2018

Texas Tech University. Lubbock, Texas

- Assisted Dr. Velez of the College of Media and Communication at Texas Tech University as a Lab Confederate to aid in the research of human interactions and communications, varying attitudes and communication formats.
- Maintained close contact with Dr. Velez and team for study start up, research participant administration of hundreds of volunteers, and data analysis.
- Followed site-specific processes and procedures, working with the central support team and staff while implementing internal QA checks in addition to participating as a research participant, providing periodic input and feedback.

Marketing Intern. July 2018 (30 days)

Japan Crate. Tokyo, Japan

- Supported Japan Crate's mission to bring the experiences of Japan to everyone, bringing it to life across every touch point and driving awareness of the brand while navigating a new foreign environment and overcoming language barriers.
- In partnership with the Brand Marketing team, I developed customer outreach campaigns encompassing email and social media platforms measuring results against KPIs including site traffic increase and online sales.
- Serving as a creative lead, I researched different areas in Tokyo and discovered new products for sale, staged, photographed and edited with Adobe Photoshop and Lightroom, and partnered with the eCommerce team to make products available on the site.

Marketing Intern. July 31, 2019 to August 31, 2019

Zentern. Tokyo, Japan

- Worked as lead marketing agent daily with the CEO of Zentern in creating marketing campaigns to bring in highly qualified interns to work within highly recognized companies based in Tokyo.
- Created curated content for multiple social media channels and the Zentern blog.

Legal Intern. May 2017 to July 2017

United States Department of Justice: Assistant United States Attorney's Office.

El Paso, Texas

- Granted federal clearance performed by the Federal Bureau of Investigation to handle sensitive material while performing legal research for the Assistant United States Attorneys on cases ranging from sexual assault to civil suits, involving hundreds of thousands of dollars.
- Daily responsibilities included attending Federal Court, assisted four attorneys with multiple cases via note taking, evidence gathering, legal research and participated actively in strategy discussions, and moot arguments,