

Matthew Lowe

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PROFILE

Interested in pursuing a behind-the-scenes career in the film industry to better exercise creative strengths. Well-rounded and accomplished with experience in trusted positions across many fields. Dependable with excellent attention to detail and strong organizational and office skills.

FILM CREDITS

Impropriety (2020) Formula Features

COVID Compliance Officer

Production Assistant

Sorority Sister Killer (2020) Robbins Entertainment

Background Actor

Reagan (2020) Rawhide Pictures

Background Actor

The Unbreakable Boy (2020) Kingdom Story Company

Background Actor

EDUCATION

University of Central Oklahoma, Edmond, Oklahoma

Bachelors: Political Science with Spanish minor, 2017

Graduated Magna Cum Laude

Bush School of Government and Public Service at Texas A&M University

Master of International Affairs, 2020

ADDITIONAL EXPERIENCE

U.K. House of Commons – Research Intern

Summer 2019

House of Commons, London and Port Talbot, Wales, United Kingdom

- Served as research intern for Labour MP Stephen Kinnock in London and at the constituency office in Port Talbot.
- Wrote detailed report about the state of poverty in Wales and the economic impact of Brexit on Wales
- Prepared prep sheets for Mr. Kinnock for meetings with constituents and other political figures

U.S. Department of State - Primary Intern

Fall 2016

U.S. Embassy, Consular Section, Madrid, Spain

Served as primary intern with the Bureau of European and Eurasian Affairs

- US Citizen services:
 - Assisted in processing of renewal and temporary passports
 - Helped resolve issues for US citizens traveling in Spain, including deaths that occurred while in Spain
- Foreign nationals services:
 - Assisted in visa application process
 - Became very familiar with visa requirements and process
- Attended military attaché and security briefings
- Performed beta testing of newly created visa tracking system

- Obtained Secret Level U.S. Security Clearance

Office of Governor Mary Fallin - Intern

Summer 2017

Oklahoma City, Oklahoma

Served as summer intern to the Appointments Department of the Governor's office.

- Liaison between Governor's Office and governor appointee applicants
- Prepared documentation for appointments
- Confirmed appointments with the Secretary of State
- Functioned as and given responsibility of staff member

Journal Record Legislative Report – Paid Intern

Spring 2018

Oklahoma City, Oklahoma

Served as a legislative reporter for the Journal Record Legislative Review.

- Reported on bills moving through the Oklahoma legislature.
- Tracked legislation through committees and sessions
- Composed reports on status of bills
- Attended and reported on committee meetings, hearings, and legislative sessions

University of Central Oklahoma – Spanish Tutor

Fall 2017

Edmond, Oklahoma

Employed as Spanish language tutor for undergraduate students

HONORS, ACHIEVEMENTS, ACTIVITIES

Texas A&M University

European Horizons (Texas A&M chapter) 2019-2020 Treasurer and Publications Manager

Responsible for managing organization's finances

Served as Publications Manager which involved designing and updating chapter's website and writing and editing articles for the site

Helped organize and promote visit of the French Ambassador to the United States to Texas A&M (COVID-19 pandemic cancelled in-person school year before event could take place.)

Wrote article on South African history that was published on www.historyisnowmagazine.com on March 8, 2020.

University of Central Oklahoma

Presented research paper, *The Crux of Modern Europe* at 2016 National College

Undergraduate Research Conference in Asheville, NC and at the 2016 Liberal Arts

Symposium at the University of Central Oklahoma

2015 Outstanding Sophomore College of Liberal Arts

UCO Academic Team

President's and Dean's Honor Rolls