**Matthew D. Noble**

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**Objective**

Seeking position of Classical Music Host for Colorado Public Radio by applying years of experience in voice acting, music history, radio broadcasting, public speaking, community organization, event coordination, and audience engagement

**Highlights of Employment**

• Oversaw all operations of nationally recognized restaurants while maintaining a career in Voice Acting & Broadcasting

• Organized/promoted/hosted hundreds of special events including live music, art showcases, and promotional events

• Cultivated social media presence for local businesses/events with creative marketing campaigns

• At all places of employment, relationships with staff, ownership, and the community were always a top priority

• Studied Improv & Comedy at Second City Theatre in Chicago with a focus in Improvisational Voice Acting

• Studied Voiceover at the Acting Studio of Chicago & BAM Studios under veteran producer/actor David Leffel

• Developed a deep appreciation for music & music history working at record stores throughout high school/college, learning curation and connection, culminating to a current collection of 700+ vinyl. Primary classical, but spanning all genres

• Utilizes all of the skills developed in voice work and restaurant industry to stay engaged and active in local community

**Professional Experience**

**Voice Actor/On-Camera Talent** July 2019- Present

*Big Fish Talent Agency*

*Denver, CO*

• Specializing in narration/storytelling in addition to commercial/industrial voice work

• Wrote/produced content for high profile, local businesses such as Eldora Ski Resort and Oskar Blues Brewing

• Adapted to production/direction requests including accents, tonal shifts and

• Analyzed copy/content in order to best discern the voice of the writer, and the intent of the piece, to effectively communicate those intentions to the audience

**General Manager/Head of Operations** March 2019- Present

*Oskar Blues Boulder Taproom*

*Boulder, CO*

• Organized and executed all restaurant operations including hiring, training, inventory, and menu selection

• Prioritized customer service in a high-volume setting creating detailed oriented products

• Scheduled and hosted numerous events including live music, art showcases, private events

• Navigated operations through on-going Covid changes, while maintaining a strong presence in the Boulder community

**Bar Manager/Beverage Director/Head Bartender** April 2018-March 2019

*License No 1 at the Hotel Boulderado*

*Boulder, CO*

• Managed front-of-house operations including hiring, training, inventory, and menu selection

• Researched local music scene in order to book top bands for a high-energy atmosphere

**General Manager/Beverage Director** March 2017- April 2018

*White Oak Tavern & Cafe*

*Chicago, IL*

• Oversaw all restaurant operations including staff management, inventory, maintenance, menu development, customer relations, private events, etc

• Small, family-owned fine dining with a long history and strong focus on neighborhood

**General Manager**

*Girl and The Goat* Sep 2015-Feb 2016

*Chicago, IL*

• In charge of hiring, training, and overseeing a staff of 200+ employees

• Managed all restaurant operations including service, inventory, scheduling, profit/loss, payroll, guest/staff relations, and overall repairs & maintenance of the restaurant

• Operated a team of 5 salaried assistant managers including a full time sommelier. Delegated restaurant responsibilities, supervised their progress, and followed up on their completion

• Organized daily/weekly/monthly meetings. Daily pre-shift staff meetings which included on-going food/beverage training, service training, critiques, and motivation. Weekly manager meetings, and monthly Profit/Loss meetings.

• Orchestrated restaurant reservations which averaged between 350-600 covers daily

**General Manager/ Wine Director** Jul 2009- Dec 2014

*Scholars Inn Gourmet Café & Wine Bar/ Scholars Inn Bed & Breakfast*

*Bloomington, IN*

• Selected up to 150 varieties of wine, 40 beers, and 100 liquors to house in wine cellar inventory

• Established deep community ties with local charities, musicians, and the art scene

**Education**

**Vocal Coach Rachel Alena**                               July 2018 – August 2018

                                                    *Louisville, CO*

**Acting Studio of Chicago**                                  Sept 2017 – May 2018

*Studied w/ veteran Producer/Actor David Leffel, BAM Studios*      *Chicago, IL*

**Second City Theatre**                                           Aug 2016 – May 2018

*Improv Comedy w/ focus on Voice Acting/Storytelling*                     *Chicago, IL*

**Indiana University**                                           Aug 2002 – May 2006

*Telecommunications & English*                                                    *Bloomington, IN*

**References**

**Rachel Alena**

Voice Over Coach/Agent

Big Fish Talent

rachel@bigfishtalent.com

**Lou Mckercher**

Regional Director

Oskar Blues Brewing

lmckercher@oskarblues.com

Cell: 607-761-7994

**David Leffel**

Audio Engineer/Voice Actor/ Voice Coach

BAM Studios/Acting Studio of Chicago

dave@bamstudios.com