

# MATTHEW CARVER



BSc. (Hons), MSc. Surv

## OBJECTIVE

I have achieved a successful record in media research and project management over the last eight years, and I am now returning to my true passion: the built environment. Having supplemented my masters degree with recent qualifications in technical drawing and architectural modelling, I am looking to add value to an organisation by combining my strong and varied skill-set with my knowledge and keen interests in architecture, urban planning and the inhabited environment.

## EMPLOYMENT HISTORY OVERVIEW

The first part of my career centred around social housing refurbishments and urban regeneration. During this time, I embarked on a successful Masters degree in building surveying, which culminated in a thesis (awarded Merit) on the development of industrial real estate in southeast Europe. On moving to Brussels, I was engaged as Corporate Marketing Manager and later Head of Marketing by an industrial real estate developer, since which I have been working as Head of Insight for a pan-European trade association representing media companies.

My recent work has focused on researching and writing high level reports designed to help senior industry executives assess and address the challenges facing their businesses, as well as conference speaking, event and project management.

## DOMAINS OF EXPERTISE AND COMPETENCIES

### Surveying, building refurbishments, technical drawing and modelling

- Measurement and technical drawing (Autodesk AutoCAD)
  - 2D, isometric, basic 3D
- Building Information Modelling (Autodesk Revit)
- Building pathology analysis
- Materials sourcing
- Site management, stakeholder management, dispute resolution

### Project management

- Project planning, including timescales, milestones, targets and required resources; ongoing monitoring and post-project evaluation
- Management of internal staff and external sources (suppliers, industry experts, conference speakers, etc.)
- *Planning and execution of various reports and publications (2015 – 2017)*
- *Management of a project to design and deliver a new, commercially-funded website (2015 – 2016)*
- *End-to-end planning and execution of ten conferences and two training workshops (2010 – 2015)*
- *Management of a marketing team during a financial crisis (2008 – 2009)*



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Brussels, Belgium

## PROFILE

- Professionally accredited in AutoCAD and Revit
- Passionate about building refurbishment, structure, technology and pathology
- A native English speaker, an excellent communicator
- An inquisitive and resourceful investigator
- A natural networker and relationship builder
- An enthusiastic team player
- A motivated individual who thrives on independent work and project management

## LANGUAGES

English

French

Dutch



## INTERESTS



Architecture



Conducting



Travel



Literature



Cycling



Rock & roll

### **Industry relationships and contract negotiation**

- Establishing, developing and maintaining relationships with a wide range of people across the industry
- Knowing who to call on, when and why
- *Developed an extensive network of senior media and advertising executives worldwide*
- *Concluded membership contract with Clear Channel Communications (now iHeartMedia), Concluded membership contract with MTG Radio*

### **Research and report writing**

- Full and sole responsibility for defining project scope, target audiences and objectives
- Carrying out desktop, quantitative and qualitative research
- Identifying and contacting relevant industry experts, conducting and synthesising interviews
- Copywriting, proof-reading and editing
- Graphic design, layouting and preparing for printing
- Communication with stakeholders, including social media, activation of bloggers and other networks
- *Nine reports, white papers and other reports produced 2015-2017*
- *Editorial responsibility, and in most cases authorship, of over 170 weekly media innovation articles*
- *Regular contributions to trade press and industry reports*

### **Public speaking and debate moderating**

- Identifying and engaging relevant industry experts, engaging where required
- Aligning conference/debate topics with audience, preparing topics with contributors
- Conducting discussions, moderating conference sessions, engaging audiences
- *Presented or moderated debates at numerous international media conferences, including egta conferences, Radiodays Europe, RAIN Summit Europe, TVN Television Day*

## EXPERIENCE

- 2009-2017: **Head of Insight** – egta (Brussels, BE)
- 2013-2016: **Vice President Communications** – Brussels Choral Society (Voluntary position, Brussels, BE)
- 2008-2009: **Head of Marketing** – IIG (Aalst, BE)
- 2004-2006: **Tenant Liaison Officer** – Cassidy & Ashton/Lovell Partnerships (Altrincham, Widnes/Runcorn, UK)
- 2004: **Project Assistant** – Halton Borough Council (Runcorn, UK)
- 2003-2004: **Volunteer Project Assistant** – Groundwork (Bury, UK)

## EDUCATION

2018-present      **New York Institute of Art + Design**  
2006-2010        **College of Estate Management**  
                         MSc Surveying (Merit)  
1999-2002        **Manchester Metropolitan University**  
                         BSc. (Hons) Psychology & Biology 2:2  
1997-1999        **Manchester University**  
1991-1996        **Bryanston School**

## FURTHER INFORMATION AND PORTFOLIO

Please visit my personal website at [www.matthew-carver.com](http://www.matthew-carver.com) for more information about me, my passions and to see a portfolio of examples of my work.