

MATVEY BERNSHTEYN

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Communications and exhibitor relations professional with 6+ years of experience supporting client-facing teams through relationship management, sales enablement, and strategic communications. Proven ability to manage exhibitor/vendor partnerships, coordinate cross-functional workflows, and deliver clear, results-driven messaging that supports revenue growth and retention.

WORK EXPERIENCE	ROOF DRAGON ENTERTAINMENT <i>Director of Exhibitor Relations (part-time)</i> <i>Film production company</i> - Led venue relationships, acting as primary liaison for booking, building a \$70-100K projected revenue pipeline for the year - Owned and analyzed category sales reporting and organized outreach materials ENGAGING MATH CIRCLES (EMC) <i>Marketing Specialist</i> <i>Online math enrichment program</i> - Maintained editorial calendars and communications schedules and provided administrative support to senior leadership - Assisted with handling logistics, social media campaigns, and arranging events, driving a 15% increase in overall event and program attendance DATAART <i>Content Manager (part-time)</i> <i>Global IT consulting firm</i> - Increased LinkedIn executive reach by 10% by creating and refining client-facing content for social media, boosting company image - Drafted and edited proposals, case studies, thought leadership articles, and executive presentations - Coordinated project timelines and deliverables and managed and maintained document repositories BANK LEUMI USA (NOW VALLEY BANK) <i>Corporate Social Responsibility (CSR)/Marketing Intern</i> <i>International B2B bank specializing in real estate, tech, and healthcare</i> - Analyzed campaign and social media performance, helping increase engagement/following by 8% - Project managed vendor relationships and logistics for a \$1M Covid-19 relief fund, awarded to small business clients HOMEOLUX (NOW BRIGHT) <i>Customer Success Associate</i> <i>NYC-based wellness startup founded to help battle cognitive decline</i> - Conducted landscape analysis and made recommendations on advertising targets, tradeshow, industry publications, and email marketing - Wrote copy and developed design for user manual	New York, NY Nov 2025 – Pres. New York, NY May 2021 – Pres. New York, NY May 2021 – Sep. 2024 New York, NY June 2020 – Jan. 2021 New York, NY May 2019 - June 2020
EDUCATION	UNIVERSITY OF MASSACHUSETTS, AMHERST BA, English Studies (2021)	
SKILLS	Microsoft Office Suite, Adobe Acrobat, WordPress, HubSpot, Constant Contact, Hootsuite, Canva, Google Workspace, SharePoint, LinkedIn Analytics, Webflow, Figma, Chat GPT, Sprout Social, Later Social, Microsoft Copilot	