


Matthew Van

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SUMMARY

Analytical, process focused and community driven professional with proven track record of optimizing and automating processes to find cost take outs and improve efficiency. Seeking opportunities to leverage my skillsets to serve and add value for your clients.

Core business proficiencies include:

- Business Intelligence & Analytics
- Project Management
- Customer Support
- Leadership
- Database Management
- Requirement Gathering

TECHNICAL SKILLS

Advanced

Microsoft Excel

Macros, Pivot tables

Database Management

MS Access, SQL

Intermediate

Data Visualization & Analytics

PowerBI, Tableau

Project Management

MS project, Trello

ERP Systems

SAP, Syspro, ERPNext

Programming

Python, C, HTML

RELEVANT EXPERIENCE

Business Consultant

March 2020 – May 2020

Droplet (Compact Travel Trailer Manufacturer)

- As part of the BCIT program capstone project, I was tasked with conducting a material requirement planning (MRP) systems assessment including material and labour costs to provide Droplet an accurate measure of their profitability
- Provide system procurement recommendations aligned with the client's needs based on key criteria for current and future integration planning through business process analysis
- Create a system implementation plan including resource planning, key milestones, and contingency planning outlining process candidates for automation enabling just-in-time ordering, accurate forecasting and optimized inventory management

Project Coordinator

2017 – 2018

Vinh Cuong Ltd. (General Construction Contractor)

- Coordinated heavy machinery and personnel between several construction sites to ensure business continuity and efficient operations
- Facilitated meetings between investors, contractors and sub-contractors and conducted requirements gathering to ensure project was completed within desired scope
- Developed relationships with international stakeholders through leveraging language and intercultural skills in both English and Vietnamese leading to increased project engagement
- Improved quality of material output through enhancing the construction material QA process leading to reduced rework and increased profit margins

AutoCAD Technician

May – December 2016

Lock-Block Ltd. (Precast Concrete and Arch Design)

- Assisted the head engineer/president with designing, analyzing, and testing of arch designs resulting in a larger and more stable arch
- Conducted QA for aggregate products to ensure quality and customer satisfaction
- Created custom 3D models on AutoCAD and used 3D printing to produced scaled down models to test for structural integrity and safety

EDUCATION

Business Information Technology Management Diploma

2018 - 2020

British Columbia Institute of Technology

GPA: 86%

Key Courses: Cloud Business Development, Business Intelligence, Applied Project Management, Consulting Skills

Bachelor of Mining Engineering, Minor in Commerce

2012 - 2015

University of British Columbia

Agile Foundations, Scrum: The Basics

2019

Lynda.com

EXTRA CURRICULAR

Vice President – *Business IT Management (BITMAN) Association, BCIT*

2019 – 2020

An association dedicated to hosting events that connect BITMAN students with industry professionals to provide networking opportunities to better their career prospects after graduation

- Planned a network development event with experienced speakers, including a Big 4 consultant, that provided a call to action for students and alumni to strengthen and expand their network
- Created an annual road map for the association outlining event and fundraising targets which were all attained by the end of the year
- Organized events of 40-60 attendees from conception to completion
- Developed a continuous improvement process for events by incorporating customer feedback to create more value-added activities for attendees leading to an increase in positive reviews

Social Delegate - *JDC West Business Competition*

2019 – 2020

JDC West is Western Canada's most prestigious undergraduate business competition. The Social Competition brings together the most ambitious, spirited JDC West competitors in a unique multi-faceted and strategic event that promotes personal and team growth, through test of perseverance and adaptability.

- Competed in nine social challenges to be completed within 48 hours at any time of day or night

Interests

Cycling, running, reading, technology, open to experiences