**Jose E. Matteo, MBA, MSEE, PMP, CSM**

Miami / Fort Lauderdale, FL | Seeking Leadership Opportunities Local and Nation Wide | US Citizen

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**PROFESSIONAL SUMMARY**

Dynamic Engineering project manager with 12+ years executing multimillion dollar projects in medical device, electromechanical, and software development from inception to market. Proven leader in Agile/Waterfall PM (FDA, ISO 13485/14971) compliance and cross-functional team integration (hardware/software/firmware). Delivered 500$K-6$M projects on time and under budget boosting team throughput up to 30%. Bilingual (English/Spanish) with expertise uniting executives, stakeholders, and tech teams. Seeking leadership positions in Miami/ Ft. Lauderdale or via relocation. **Actively integrating AI-assisted workflows and Python development to modernize PM processes and enhance data-driven decision-making.**

**CORE COMPETENCIES**

*Leadership Expertise*

* Agile/Scrum, Waterfall Project Management
* Cross-Functional Team Leadership (HW/SW/FW/UI)
* Financial and Resource Strategy ($500K–$6M)

*Technical Expertise:*

* Full Product Lifecycle Management (PLM, SDLC)
* Systems Engineering & Requirements Management
* Risk & CAPA Leadership

*Technical Innovation:*

* Developing AI-enhanced risk engine frameworks using Python (Pandas, Scikit-learn, Plotly)
* Building interactive project dashboards with integrated risk visualization and Gantt timeline mapping
* Implementing modern development practices: GitHub workflows, automated documentation, API-driven integrations

*Regulatory & Compliance:*

* FDA/ISO Regulatory Compliance (ISO 13485, 14971, IEC-60601, 62304)

**CERTIFICATIONS**

* **Project Management Professional (PMP) – PMI | Cert. #3842655 | Obtained: 05/2024 | Active through 2027**
* **Certified ScrumMaster (CSM) – Scrum Alliance | Cert. #001734499 | Obtained: 03/2025 | Active through 2027**

**PROFESSIONAL EXPERIENCE**

Q'Straint Project Manager (Contract)

*October 2024 – March 2025* *| Fort Lauderdale, Fl*

* Directed 4 concurrent Agile-driven projects enhancing vehicle safety and accessibility, managing $2.8M combined budget with full compliance to SAE J2249, FMVSS, and ADA standards
* Led cross-functional teams (engineering, QA, manufacturing, regulatory) streamlining project delivery and reducing time to market by 20% through optimized sprint planning and AI-enhanced technical documentation
* Managed project scope and stakeholder expectations across 3 product lines ensuring compliance with safety regulations and achieving 100% regulatory approval rate

**Jenoptik Inc. – Senior Project Manager**

*October 2023 – September 2024 | Miami, FL*

* Directed large-scale deployment of traffic safety enforcement systems across 8 countries in North and Latin America managing multiple projects integrating hardware and software via Agile/SCRUM
* Led a team of 7 (SW + HW engineers) through Agile sprint cycles and backlog grooming increasing throughput by 30% in Azure DevOPS environment
* Optimized backlog refinement and sprint estimation boosting team throughput by 40%
* Managed end-to-end SDLC collaborating with executive leadership refining the release process for seamless deployment

**Anton Paar Quantatec Inc. – Senior Project Manager / System Architect** *November 2021 – August 2023 | Boynton Beach, FL*

* Led cross-functional teams (R&D, QA, RA, manufacturing) to develop precision lab instrumentation (benchtop solid density analyzer, gas pycnometer) achieving consistent OTD
* Delivered two diagnostic instruments from concept to market, managing $6M project budgets and ensuring consistent on-budget performance
* Orchestrated systems architecture and requirements management for hardware, embedded firmware, and software UI reducing development conflicts by 20%
* Launched WBS development and risk mitigation workshops streamlining cross functional coordination and cutting project delays by 25%
* Instruments achieved **93% customer satisfaction rating** and contributed to **$4.2M revenue** in first year post-launch

**Beckman Coulter Diagnostics (Danaher)**

**Senior Systems Engineer**

*December 2017 – October 2021 | Miami, FL*

* Led 10+ regulated Phase Gate projects focused on CAPA, product reliability, and sustaining engineering
* Applied Lean Six Sigma to reduce system failure rates by 15% across global IVD instrument lines
* Ensured cross-functional design integration (electrical, mechanical, firmware, software) for complex diagnostic systems
* Acted as SME and lead systems engineer for urinalysis platforms, guiding end-to-end lifecycle improvements

**Senior Engineer – Urinalysis**

*November 2013 – November 2017*

* Created and executed field reliability analytics using Power BI, R, and Excel tracking 2,800+ instruments globally—resulting in a 20% reduction in service costs
* Led lifecycle management, field strategy development, and post-market surveillance for IVD instrumentation
* Interfaced with service teams globally to improve hardware/software design feedback loops

**EDUCATION**

**Master of Business Administration (MBA)**

Florida Atlantic University – 2021

**M.S. in Electrical Engineering**

Florida International University – 2015

**B.S. in Biomedical Engineering**

Minor: Physics

Florida International University – 2010

**ADDITIONAL SKILLS & LANGUAGES**

* **Languages:** **Bilingual in English and Spanish**, **professional fluency**
* **Tools:** Azure DevOPS, MS Project, JIRA, Asana, Smartsheet, ClickUp, Confluence, Excel, **Python (Pandas, Plotly, Scikit-learn), Git/GitHub**
* **Methodologies:** Expertise in Agile, Waterfall, Lean & Six Sigma Methodologies
* **Technical Strengths:** Diagnostic system development in regulated development (IVD, FDA, ISO), Cross-domain integration expertise (firmware, hardware, software, UI). **Leveraging AI tools for requirements analysis, risk documentation, and automated reporting workflows.**