

JUSTIN MATOS

CONTACTS

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 New York, NY

 justinamc.github.io/Portfolio

EDUCATION

CUNY Hunter College

2018-2023

Media Studies BA
Minor in German &
Political Science

Hochschule Fulda

2023

German Language Course
Business: Int. Mgmt. in an
Inter-Cultural Environment
Fulda, Hessen, Germany

SKILLS

- HTML 5, CSS 3, JS
- Python, SQL
- Spanish (Fluent)
- German (Intermediate AB)
- Well-versed with Adobe AI, PS, ID, and PR.
- Adept with MS Office Suite.
- Proficient with Figma.

ABOUT ME

A native of New York City and upcoming graduate, I'm on a mission to explore captivating avenues within the dynamic realm of technology, with a specific focus on the ever-evolving landscape of technology. Eager to contribute to the narrative, I bring a dedicated work ethic, a flair for collaborative finesse, and an unwavering commitment to pushing the boundaries of digital expression.

EXPERIENCE

Cyclist Captain

NYRR

11/2021 — Present

- Led and coordinated running events fostering a sense of community among participants and ensuring a safe and enjoyable experience.
- Prioritizing the safety of participants by enforcing proper racing etiquette, rules of the road, and safety protocols. Includes instructing runners with proper signaling, route direction, and ensuring safety of non-participants as well.

Executive Assistant

LUXURY SUV TRANSPORTATION CORP.

2018 — Present

- Organizing and managing the executive's, client's, and employees' schedule, appointments, meetings, and travel arrangements.
- Gathering, organizing, and maintaining confidential information, documents, and invoices with utmost discretion and professionalism. Compiling said data for systematic storage.
- Collaborating on strategic initiatives, providing insights, research, and analysis to assist in decision-making and planning.