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| MAtthew gomez  |  | | --- | |  | | matthew.gomez1@gmail.com | |  | | 210-639-8620 | |  | | https://www.linkedin.com/in/matt-gomez-7567a887 | |  | | ProfilE Dedicated and results-driven Assistant Project Manager Adept at coordinating and managing research initiatives. I am an experienced, hard-working, genuine employee with over a decade in customer service with proven ability to increase customer satisfaction and employer profits by using interpersonal communication to get solutions on the spot. | |  | |  | | --- | | ExperienceGalloway Research ServiceAugust 2020 – October 2023 Collaborated with Project Managers to plan and execute market research projects from inception to completion, ensuring timely and cost-effective delivery. - Assisted in the development of research methodologies, questionnaires, and data collection strategies, tailoring them to meet client objectives. - Managed project timelines, resources, and budgets, ensuring adherence to project plans and client expectations. - Oversaw data collection activities, including recruitment, interviewing, and data analysis, to guarantee high-quality research results. - Conducted comprehensive data analysis using statistical tools and software, presenting actionable insights to clients. - Prepared and delivered project progress reports and maintaining strong client relationships and ensuring satisfaction. - Assisted in the training and mentoring of junior staff members to enhance their project management skills. data analysis, emphasis in qualitative and quantitative market research, CATI research, Proficient with Microsoft Office Suite, Bilingual WErkplaats elite business suitesJanuary 2017-March 2020 Community Manager – Executive office suite leasing and providing client liaison services for medium to small businesses responsible for new client intake and client services.  -Community Growth: Attract new members to the community and retain existing ones.  -Customer Support: provide members with most updated information regarding their lease, answering any questions they may have.  -Advocacy and Feedback: relay community feedback and insights to the organization to help improve products, services, or processes.  Developing Community Guidelines: Developing and enforcing community guidelines that outline acceptable behavior and content within the community. | |  | |  | |