

# Matthew Walker

Eagle Scout

## Contact

### Address

Austin, Texas, 78731

### E-mail

matthewevwalker@gmail.com

## Skills

### React

Proficient Speaker, Reader and  
Writer in Spanish

### Knowledgeable With Python

### Javascript, HTML, CSS, SQL

Assembled Multiple Desktop  
Computers

### Service-Oriented

### Leadership and Social Skills

## PROFESSIONAL SUMMARY

Reliable and organized student, pursuing a career within the coding field. Seeking a software programmer position, with excellent communication skills and good judgment. Undergraduate at Austin Community College.

## Education

### 2022-08 - 2023-05 Associate of Science: Computer Science And Programming

Austin Community College - Austin, TX

### 2022-10 - 2023-04 Computer Science: 24 Week Full-Stack Web Dev Bootcamp

University of Texas At Austin - Austin, TX

### 2018-05 - 2022-05 High School Diploma

Anderson High School - Austin, TX

## Work History

### 2023-06 - Current Clerk III

Texas Alcoholic Beverage Commission, Austin, Texas

- Managed retrieval and organization of company-wide files for seamless uploading to cloud-based platforms
- Developed visually appealing graphics and utilized Microsoft Excel to efficiently update refund information and balance
- Facilitated and organized regular divisional meetings on a weekly basis
- Provided quality clerical support through data entry, document management, email correspondence, and overseeing operation of office equipment

### 2020-11 - 2022-01 Assistant

Jeff Walker Realtor With Austin Lifestyle Team, Austin, Texas

- Set up and prepared over 25+ houses to be added to market
- Assisted in photographing properties and uploading photos into Multiple Listing Service
- Installed and configured real estate combination lock boxes
- Faxed, copied, and emailed documents pertaining to clients and customers

2021-12 -  
2021-12

## Employee

*Papa Noel's Christmas Trees, Austin, Texas*

- Informed and managed over 100+ customers per day
- Wrapped, sawed and tied down Christmas tree
- Maintained clean, organized workspace according to operational standards.
- Accurately operated cash register to process customer payments.

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## Volunteer Work and Accomplishments

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### **EAGLE SCOUT FEBRUARY 2022 - PRESENT**

- Coordinated a Eagle Scout Service Project of over 150 hours of planning and leading. Fundraised \$1100 in partnership with Austin Child Guidance Center to landscape and create a new garden area for the kids
- Collaborated with other Eagle Scouts to complete their service projects

### **COMMUNITY SERVICE**

- Young Mens Service League, over 180+ hours of volunteer 2018-2022, service in organizations such as Assistance League of Austin, Capital Area Food, Caritas of Austin, YMCA Community Gardens, Hospice/Christopher House
- Assistance League of Austin — Volunteer- 50 Hours completed, collected donations, unpacked, and sorted items to be sold to customers as a non-profit organization
- Capital Area Food Bank— Volunteer- 10 Hours completed, stocked bags of fruits and vegetables to support families in need
- Caritas of Austin — Volunteer- 36 Hours completed, donated food bags, clothing and other assortments to Caritas
- YMCA Community Gardens— Volunteer- 8 Hours completed, removed weeds, trash and tilled ground for future planting
- Hospice/Christopher House— Volunteer- 5 Hours completed, landscaping, planting and working with other volunteers in my group

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## Awards

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- Troop 511 Eagle Scout
- 180+ Hours of Volunteer Outstanding Service Award YMSL Presidential Award

- Honor Society Member
- Phi Theta Kappa
- National Society of Leadership and Success Member