

# Matthew Walker

Eagle Scout

## Contact

### Address

Austin, Texas 78731

### Phone

512-660-9336

### E-mail

matthewevwalker@gmail.com

## Skills

Word, PowerPoint, and Excel

Very Good

Proficient Speaker, Reader and  
Writer in Spanish

Good

Knowledgeable With Python

Good

Javascript, HTML, CSS, SQL

Very Good

Assembled Multiple Desktop  
Computers

Excellent

Service-Oriented

Very Good

Leadership and Social Skills

Excellent

## 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.

## Work History

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, United States*

- 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.

## Volunteer Work and Accomplishments

### 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**
- Tasks at these organizations included stocking, bagging, customer service, building playground equipment, landscaping, and **social/leadership skills with other volunteers.**

## 2022 Service

- 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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## Education

2022-08 - 2023-05	<b>Associate of Science: Computer Science And Programming</b> <i>Austin Community College - Austin, TX</i>
2022-10 - 2023-04	<b>Computer Science: 24 Week Full-Stack Web Dev Bootcamp</b> <i>University of Texas At Austin - Austin, TX</i>
2018-05 - 2022-05	<b>High School Diploma</b> <i>Anderson High School - Austin, TX</i>

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## Awards

- 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
- UIL VASE Red Ribbon Art Award
- Mu Alpha Theta
- High School National Honor Society