Matthew A. Mecham

(760) 573 3564 · matthewamecham@gmail.com

EDUCATION

Brigham Young University-Idaho

Rexburg, Idaho

Bachelor of Science in Data Science

April 2022 - July 2024

Minor in Economics, Statistics and Business Analytics

• GPA: 3.55/4.00 Cumulative

PROFESSIONAL EXPERIENCE

Brigham Young University-Idaho

Rexburg, Idaho

September 2022 - Present

Economics Tutor

- Ensured that students got the help that they needed
- Assisted students in setting and achieving personal goals
- Proved ability to maintain my own schedule

Brigham Young University-Idaho

Rexburg, Idaho

December 2022 - Present

- Economics Lab Assistant
- Conducted teaching of basic economic principles and software-based analysis in Rstudio
- Guided students through personal difficulties and questions
- Organized work schedules for other assistants in the lab using excel and Workday

GMetrix Ogden, Utah

Language Translator, English to French

January 2022 – April 2022

- Accomplished unsupervised, remote work translating tests and other tools for learning in the computer science field
- Spoke with superiors to organize and develop important tests and other resources used in learning
- Worked on larger projects with other translators to ensure a swift and accurate delivery of translated product. Guided
 and directed others to decrease delivery time of translated product by up to a week

SERVICE

The Church of Jesus Christ of Latter-Day Saints

Lyon, France

Volunteer Representative

January 2019– December 2021

- Engaged in leadership of a small group of volunteers to organize logistics and promote productive, efficient work
- Developed and organized presentations, conferences, seminars, and programs focused on effective instruction, and service
- Developed and managed advertisement campaigns/lead generation through Facebook and Instagram
- Organized travel and other logistical work for 100+ volunteers across southern France
- Spearheaded the creation of strategies using Excel to organize volunteer work and gather important information from other volunteers

Be The Match at Loma Linda Children's Hospital

Loma Linda, California

Volunteer

February 2015, February 2016, February 2017, February 2018

- Helped organize a group of people to provide food and games for the *Be the Match* reunion
- Managed ticket purchases for the annual Be the Match fundraiser and reunion

PERSONAL

- Technical Proficiencies: Proficient in Microsoft Office, Simple Python Proficiency, Microsoft Excel and RStudio
- Soft Skills: Strong Communication Skills (Oral and Written), Self-Motivated, Strong Team Player, Keen Problem-Solving Skills
- Languages: Fluent in English and French
- Interests: Reading, Acting, and Backpacking