**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**

*Economics Tutor September 2022 - Present*

* 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** *Economics Lab Assistant December 2022 - Present*

* 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