

# Matthew Vardi

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**SUMMARY:** Technology enthusiast, results oriented individual with a strong passion for creating organized solutions. Committed to offering efficient thinking to the project at hand. An efficient worker that strives to apply his knowledge of computer science and bring reliable input to any given challenge.

## SKILLS:

**Programming Languages:** C++, JavaScript, HTML5, CSS3, Python, C

**Tools & Technologies:** REST API, Node.js, Bootstrap, MongoDB, SQL, Git, Linux

**Projects:** Available on Github.com/MatthewVardi and MatthewVardi.com

**Foreign Languages:** Fluent in Hebrew

## EDUCATION:

City University of New York, Hunter College

Bachelor of Arts, Major: Computer Science, Minor: Mathematics, August 2018, 3.7 GPA, Cum Laude

*Relevant Coursework:*

Software Analysis & Design I, II & III, Computer Theory, Operating Systems, Cryptography & Cryptoanalysis, Computer Networking, Capstone Group Project - Book Trading Web App, Independent Study - C Compiler Hack

## EXPERIENCE:

**Bridestar Jewelry**

**New York, NY**

**Assistant Manager**

**January 2015 – Present**

*Served as Assistant Manager for a multi-million dollar Jewelry wholesale business. Assisted management in operations, management, administration and improvements across a myriad of new initiatives.*

- Led the successful management and coordination of several implementation projects from ideation to deployment performing quality assurance and resource management.
- Launched a mass mailing marketing program to distribute over 2,000 catalogs to connect with prospect clients requiring coordination with many stakeholders leading to \$50k+ additional revenue.
- Implemented and managed a mass mailing process by coordinating with stakeholders to develop and print catalogs, align mailing lists, create custom envelopes and ship via USPS.
- Developed data guidelines and process for employees to input product data in bulk saving over 2 hours per day.

**Military - Defense Forces**

**Various Locations**

**First Sergeant**

**November 2011 – November 2014**

*Completed service as a First Sergeant, primarily stationed in the security unit*

- Provided leadership for the Navy by managing over 20 soldiers.
- Scheduled operator shifts in a 24/7 War Room to ensure optimal team performance for over a year.
- Maintained soldiers' skills through various training exercises and in-house testing.
- Created training manuals for multiple roles and defined protocols for security related events to promote preparedness.
- Performed base-wide training exercises in collaboration with civilian organizations to mimic real-life security threats.