

MATTHEW VOLLO

(646)-943-3079 • Queens, NY • vollomattthew@gmail.com • www.mattvollo.com

Education

Columbia University

May 2023

Bachelors of Arts in Computer Science

Relevant Coursework: Data Structures, Artificial Intelligence, Computer Vision, Natural Language Processing, Linear Algebra, Object-Oriented Programming, Computer Science Theory, Neurolinguistics

Professional Skills

Programming Languages: Python, Java, HTML5/CSS3, JavaScript, C

Software: Figma, Blender, Nomad Sculpt, Godot, Wix/Squarespace, Google Suite, MS Office Suite

Technologies: Git, Github, Unix, Bootstrap, Kaboom.js

Languages: English, Spanish (Fluent)

Relevant Experience

Barista/Retailer (part-time)

April 2024 - Present

Paris Baguette

Queens, NY

- Manage over 200 customer orders daily, prepare high-quality coffee, monitor inventory levels, maintain a clean and organized store environment, and carefully package bread and pastries.

Web & UI Designer

November 2023 - Present

Freelance

New York, NY

- Designed and implemented websites for clients using Figma, HTML/CSS, JavaScript, and various CMS platforms (Squarespace, Wix, Wordpress). Optimized websites for SEO to enhance online visibility.
- Created responsive, well-designed websites of varying complexity for individuals, small businesses and startups. Clients include: JOP Bookkeeping & Taxes, Modern Tibet, AVO Electric.

Administrative Assistant

February - May 2020, September 2021

Columbia University

New York, NY

- Organized and filed data related to student class registration and academic events for the Art, Architecture, and Italian departments.
- Assisted in organizing office spaces and other rooms, managed phone calls, and helped visitors with information needs.

Intern

June - August 2017

Blue Ocean Wealth Solutions (MassMutual)

Queens, NY

- Sorted and organized confidential client data for customers within the tri-state area and beyond.
- Participated in a stock market project, researching specific stocks and reporting on their performance.

Projects

Youtube Homepage Replica

- Programmed a replica of YouTube's homepage with HTML and CSS with a responsive design.
- Implemented a functional search bar that connects to YouTube Search and thumbnails that link directly to videos.