

# MATTHEW VOLLO

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## Education

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**Columbia University**  
*Bachelor of Arts in Computer Science*

May 2023

## Professional Skills

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**Programming Languages:** Python, HTML, CSS, JavaScript, Java, C

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

**Technologies:** Bootstrap, Tailwind CSS, Node.JS, HTML Canvas, Git, GitHub, Unix, Kaboom.js

**Languages:** English, Spanish (Fluent)

## Projects

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### Responsive Website Development with Tailwind CSS

October 2024

- Created a fully custom homepage using HTML and Tailwind CSS, translating a Figma design into a responsive and efficient web interface without the need for custom CSS.
- Leveraged the Tailwind CSS framework to optimize styling processes, improve development efficiency, and ensure a clean, modern, and mobile-responsive design.

### Personal Website

July 2024

- Designed, developed, and deployed a personal portfolio website using HTML, CSS, JavaScript, HTML Canvas, Bootstrap, and GitHub Pages; initiated the project with wireframing and layout design in Figma.
- Continuously update the website to showcase professional work and side projects, leveraging SEO best practices for increased visibility, maintaining the principle of responsive design.

### Small Business Website Design & Development

January 2024

- Designed and developed a responsive website for a small business, starting with wireframes and Figma designs, maintaining ongoing communication with the client for feedback and revisions, which led to a 20% increase in site traffic.
- Implemented the website using a mix of custom code and the client's chosen Content Management System, optimizing for SEO and ensuring a mobile-friendly, responsive design.

## Relevant Experience

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### UI/Web 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.

### Receptionist

December 2024 - Present

Morgan, Lewis & Bockius LLC

*New York, NY*

- Manage the front desk of a busy law firm, handling a multi-line switchboard and ensuring top-tier client service. Coordinate with IT, catering, and multimedia teams for seamless conference room availability. Use Microsoft Office Suite and Litera for efficient scheduling and communication.