

# MATTHEW VOLLO

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## Education

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### 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

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

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

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

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

## Relevant Experience

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### Barista/Retailer (part-time)

April 2024 - Present

Paris Baguette

*Queens, NY*

- Handle around 200 customer orders daily, prepare coffee, track inventory, maintain store cleanliness, and efficiently 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

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### 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.