

# Matthew Lizak

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## Professional Summary

I am an Operations Lead at [Palestra](#) with expertise in business operations and development, event planning, programming, community growth, and more. I have built useful products, grown loyal customer bases and led valuable initiatives. I value the human experience, and I work to improve it in everything I do - from hosting events that showcase new ideas and leading cultural projects like scanning ancient ruins, to building technology and relationships that connect brilliant people with high-impact opportunities.

## Experience

### **Palestra**, Operations Lead

Remote / El Salvador  
March 2023 - Current

- Spearhead event planning, sales, and execution for high-profile gatherings
- Developed Manila, a site for people in our connected networks to find opportunities, jobs, and bounties
- Coordinated with El Salvador Government to grow cultural efforts like LiDAR scans of Mayan Ruins, contribute policy such as commercial code reform, SAFE law, and Medical Freedom Law

### **Urbt Foundation**, Marketing Manager

Remote / Portugal  
2023

- Led marketing efforts across multiple social media platforms, created merchandise, a magazine release, and NFTs, growing a supporting brand to promote Urbt.
- Organized and promoted the sold out BlimpDAO Event at Urbt Assembly, featuring a professional in airship history and technology
- Served as a Master of Ceremony for Urbt Assembly 2023 in Lisbon

### **CodeStates**, Head of Community

Remote  
2022

- Held weekly Web3 education programs and drove community growth through Discord engagement, content creation, and speaker series
- Built and executed communications strategy across social platforms, producing articles and threads that expanded member base

## Projects & Accomplishments

### **Manila Opportunity Market**

[github.com/dengpilled/manila](https://github.com/dengpilled/manila)

- Built and launched end-to-end platform enabling organizations to post opportunities and process applications for bounties, contracts, and research positions
- Implemented responsive web interface with comprehensive listing management system and automated application routing to custom Typeforms
- Technologies: JavaScript, HTML/CSS, Firebase Authentication, Vercel Deployment

### **Eagle Scout Rank**

- Achieved the highest possible rank in Boy Scouts. For my Eagle Project, I designed, sourced materials for, and constructed an octagonal wooden game ring for a neighborhood park.

## Education

**University of St. Thomas**, Double Major; Operations & Supply Chain Management, Computer Science      Sept 2021 - December 2025

## Technologies

**Technologies:** VSCode, Github, Excel, Slack, Notion, Jira, Microsoft Office, Google Suite, Adobe Creative Suite

**Languages:** JavaScript, C, HTML/CSS