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

Urbit 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 Urbit.
- Organized and promoted the sold out BlimpDAO Event at Urbit Assembly, featuring a professional in airship history and technology
- Served as a Master of Ceremony for Urbit 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 ↗ — Manila Repo ↗
- 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