Matt Lewis

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Skills:

• Ruby	• Javascript
• Ruby on Rails	• jQuery
• Sinatra	• Postgres / MySQL
• HTML5/CSS3	• Git
• Firebase	• rSpec
• Jasmine	• Capybara
• SASS	• Responsive Design

Experience:

Operations Manager - Exec (1/2012 - 9/2013)
- First employee of a YC backed startup, responsible for creating the operations side of an on-demand errand service in San Francisco
- Worked directly with development and design teams to create, test, and launch multiple client and workforce facing iOS apps
- Hired, trained, and managed a six person client support team (three members remote) that provides coverage for eleven markets over three time zones
- Created and applied processes that evaluated, trained, and hired 400+ contract workers
- Wrote training materials (videos, dashboards, and training tests), as well as marketing copy

Fellow, Code for America, San Francisco - 2011
- Acted as liaison between the Code for America development team and government partners
- Authored and submitted documents crucial to government acceptance of project contract
- Acted as an evangelist for the Code for America program, spoke on Gov 2.0 conference panels
- Led requirements and user research for a federal veterans employment platform project

Search Marketing Analyst, iSearch Media, San Francisco - 2010
- Developed and managed social, SEO, and PPC optimization strategies for clients
- Wrote deliverable search marketing research and strategy briefs

Education:

Dev Bootcamp (San Francisco) - 2014
- Intensive 9-week web development course, focusing on Ruby on Rails and Javascript.

Claremont McKenna College - 2009
- Bachelor of Arts in Politics, Philosophy, and Economics (PPE)