

# GARETH MATSON

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## ABOUT ME

**Profile:** Full time student at The Master's University majoring in Biblical Studies. I am diligent, ambitious, creative, and a driven self-starter. I bring several years of broad IT experience.

## SKILLS

- Typing speed: 65 wpm
- Experienced in MS Office and CRM Software
- Programming and data manipulation
- IT Know-how and troubleshooting

## EDUCATION

**The Master's University** 2020  
Santa Clarita, CA

B.A. in Biblical Studies in progress.

**Plymouth Christian Academy** 2016  
Canton, MI

GPA: 3.7

National Honor Society member

Check out my website:

[garethmatson.com](http://garethmatson.com)



## EXPERIENCE

**Jackson Dawson** - Dearborn, MI May 2018 - Present  
**Project Management Office Intern**

I work with a team of project professionals with skills ranging from QA, to PM, to BA. I wear multiple hats and do what is necessary to get the project done well and on time. Most of our team's clients are automotive companies and our projects focus around dealer and employee training, as well as customer facing technology and interactive experiences.

**Grace Community Church** - Los Angeles Sept 2017 - May 2018  
**Mail Room Clerk**

Responsible for the day to day mail operations including sorting and delivering incoming mail, accounting and processing postage, and managing inter-department mail for a 300+ staff at a large church in Los Angeles, CA. Employed 10-15 hours per week.

**Matson Technologies** - Los Angeles | Detroit 2016 - Present  
**Freelance Web Developer**

Developed various web solutions (websites, apps, etc.) for companies across different industries. Developed marketing strategies, promoted sales, handled customer support, and maintained IT infrastructure.

**Gladd Solutions** - Plymouth, MI 2014 - 2016  
**Executive Assistant**

Responsibilities included interfacing with clients (primarily large companies and government agencies), office organization, scheduling, data input, light bookkeeping (Excel and QuickBooks), web development, IT support, preparing training materials, improving business processes, and logistics for business trips.

**Plymouth Christian Academy** - Canton, MI 2013 - 2016  
**IT Support Staff**

Employed to do IT troubleshooting, training, and maintenance. Responsibilities included training students and teachers in new technology and migrating from a local windows server to Microsoft Azure. Also implemented the transition to Office 365 and a Bring Your Own Device program in the high school.

## ACTIVITIES

**Cross Country** 2012 - 2018  
Ran cross country and track in high school and college. Served as captain sophomore-senior years in high school.

**FIRST Robotics** - Software Team Captain 2013 - 2015  
Worked on software team for US FIRST Robotics team in high school, we went to the World Championship my second year. As a team we went to the World Championships in St. Louis, MO.

**Yearbook** - Editor in Chief 2014 - 2016  
Worked on yearbook staff in high school, was editor my last two years. Oversaw theme development and managed the team.