

Gareth Matson

I am a full-time student at The Master's University getting my degree in Biblical Studies. I am diligent, ambitious, creative, and a driven self-starter.

EXPERIENCE

Jackson Dawson Communications, Dearborn, MI — Project Management Office Intern

MAY 2018 - PRESENT

I work with a team of project professionals on digital experiences that enhance client experiences and increase brand awareness. I wear multiple hats ranging from QA, BA, and PM and do what is necessary to get the project done well and on time. Most of our clients are automotive companies and we focus on dealer and customer facing technology experiences.

Grace Community Church, Sun Valley, CA — Mailroom Clerk

SEPTEMBER 2017 - MAY 2018

Responsible for the day to day mail operations including sorting and delivering incoming mail, accounting and processing postage, and managing interdepartmental mail for a 300+ staff at a large church near Los Angeles.

Matson Technologies LLC — Freelance Web Developer

JANUARY 2016 - AUGUST 2019

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 — Executive Assistant

APRIL 2014 - AUGUST 2016

Responsibilities included interfacing with clients (primarily large companies and government agencies), office organization, scheduling, data entry, 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 — IT Support Staff

JUNE 2017 - AUGUST 2016

Responsibilities included training new students and faculty 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 - Team Captain — 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 the software team for US FIRST Robotics team in high school. As a team we went to the World Championships in 2015.

Yearbook - Chief Editor — 2014-2016

Worked on yearbook staff in high school, was editor my last two years. Oversaw theme development and I managed deadlines and workload for the staff.

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SKILLS

Typing speed: 70 wpm

Experienced in MS Office and CRM software

Programming (HTML, CSS, Javascript, C#, Python, Ruby) and IT skills

Agile project management methodology

SEO and SEM

EDUCATION

The Master's University
Santa Clarita, CA 2020

B.A. in Biblical Studies in progress

Plymouth Christian Academy
Canton, MI 2016

GPA: 3.7
National Honor Society member

CHECK OUT MY WEBSITE

<https://garethmatson.com>

