Gareth Matson

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EXPERIENCE

IT Project Manager   2018 - Present
Jackson Dawson Communications | Los Angeles, CA

Worked in the IT management group for numerous fortune 500 clients. Lead project advisor in meetings for IT capabilities. Created client's Azure DevOps projects using the Agile methodology. 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.

Key Accomplishments:
- Overhauled quality assurance processes for the IT department including UAT process improvements
- Managed the development and testing of two custom online dealer training systems used daily by 10,000+ sales consultants
- Improved and documented Agile processes and documented a legacy training system

Web Developer   Jan 2016 - Present
Matson Technologies LLC | Detroit, MI

I own my own business, Matson Technologies LLC providing IT and web design services to clients across several industries. This includes developing marketing strategies, promoting sales, handling customer support and maintaining various IT infrastructure systems

Key Accomplishments:
- Managed a web development business with 10+ clients large and small with of those clients returning for future marketing projects
- I worked across the digital marketing spectrum from devops to sysadmin to social media and messaging strategy

Executive Assistant   2014 - 2016
Gladd Solutions | Plymouth, MI

Responsibilities included office organization, scheduling appointments, data input, bookkeeping (Excel and QuickBooks) web development, IT support, preparing training materials, and more.

IT Support Staff   2013 - 2014
Plymouth Christian Academy | Plymouth, MI

IT troubleshooting, training, and maintenance. Responsibilities included fixing issues as they arose and training students and teachers in new technology. I was also deeply involved with the transition to a BYOD (Bring-Your-Own-Device) program.

EDUCATION

The Master's University | Bachelor of Arts in Biblical Studies   2016-2021
Plymouth Christian Academy | High School Diploma   2012-2016

SKILLS

Microsoft Office | OS X | Windows | iOS | Android| Linux | Microsoft Azure | Azure DevOps | Notion | Smart Sheet | G-Suite | Networking | SQL | Web Programming: HTML, CSS, JavaScript, C#, Ruby, Python |Agile Methodology