

GARETH MATSON

747-270-7492

gmatson@live.com

102 N Glendale Ave

Apt. 203

Glendale, CA 91206

garethmatson.com



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.

PROFILE

I am young IT professional who brings a broad range of experience in IT support, digital marketing, and project management. I am diligent, ambitious, creative, and a driven self-starter.

EXPERIENCE

IT Business Analyst, Jackson Dawson; Dearborn, MI — 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.

Mailroom Clerk, Grace Community Church; Sun Valley, CA — 2017-2018

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.

Owner | Web Developer, Matson Technologies — 2014-Present

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

Executive Assistant, Gladd Solutions; Plymouth, MI — 2014-2016

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.

EDUCATION

The Master's University, Santa Clarita, CA — BA, 2020

Plymouth Christian Academy, Canton, MI — HS Diploma, 2016

SKILLS

Experienced in MS Office and CRM Software, Web programming (HTML, CSS, Javascript, C#, Python, Ruby), Agile Project Management, SEO and SEM. Mac, Windows, and Linux management and support.