# MATTHEW GARDNER

**1765 Spinaker Drive, Woodbury, MN 55125**
**matthew.brian.gardner@gmail.com | (651) 769-4973**

## EDUCATION

**University of Minnesota: Twin Cities**
Bachelor of Science in Statistics, minors in Computer Science and Mathematics                    *May 2016*

## STRENGTHS

**Demonstrated leadership in team-oriented project planning and management**
**Diverse exposure to Business, Economics, and a variety of Engineering disciplines**
**Motivated to consistently improve through self-education**
**Proficient communicator, speaker, teacher, and writer**
**Supplemental education in Accounting, Finance, and Machine Learning**

## TECHNICAL SKILLS

**Programming:**        C++, Java, MATLAB, Python, R, SQL, VBA

**Visualization:**       Mathematica, Photoshop, SolidWorks, Tableau

**Miscellaneous:**      Git, Google Apps, LaTeX, Microsoft Office, Markdown, Project Planning

## WORK EXPERIENCE

**Assistant Client Services Specialist**
*Willis of Minnesota, Inc.*                                              *May 2014 – August 2014*
Data analysis in Excel, complemented by VBA development
Data visualization in PowerPoint, Word, and other in-house software

**Projects Committee Chairman**
*CSE Expo*                                                          *September 2014 – May 2016*
Planned, tracked, and consulted with interdisciplinary projects
Worked with CSE administrators to support funding and event planning

**Purchasing Manager**
*Tesla Works*                                                          *April 2013 – May 2014*
Managed a budget of over $45,000
Project budgeting, planning, and purchasing management

**Teaching Assistant**
*University of Minnesota: Twin Cities - Carlson School of Management*        *September 2014 – June 2015*
Classes INS 4101, 4200 (additional work with INS 4100)
Writing and grading class assignments and tests
Everyday presence in classroom for questions and course feedback

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## STRENGTHS

*Demonstrated leadership in team-oriented project planning and management*
*Experienced in the topics of Risk Management and Insurance*
*Educated in diverse subjects like Cryptography, Economics, Finance, and 3D-Printin*
*Motivated student of self-improvement*
*Proficient communicator, speaker, teacher, and writer*

## WORK EXPERIENCE

### Assistant Client Services Specialist

*Willis of Minnesota, Inc.*                                                                    *May 2*
Data analysis in Excel and other in-house software
Data visualization in PowerPoint, Word, and other in-house software

### Projects Committee Chairman

*CSE Expo*                                                                                        *Septem*
Leading a small team in the below responsibilities:
Planning, tracking, and consulting with STEM-related projects
Working with CSE administrators on funding and event planning

### Purchasing Manager

*Tesla Works*                                                                                        *Apr*
Managed a budget of over $20,000
Project budgeting and purchasing management

### Teaching Assistant

*University of Minnesota: Twin Cities - Carlson School of Management*          *Septembe*
Classes INS 4101, 4200 (additional work with INS 4100)
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## TECHNICAL SKILLS

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**Miscellaneous:**     Git, Google applications, LaTeX, Microsoft Office, Markdown,
Project Planning

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*2014 – August 2014*

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*expected May 2016*

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## STRENGTHS

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- ⁚ted in diverse subjects like Cryptology, Economics, Finanace, Machine Learning, and 3D-Printing
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- ⁚ient communicator, speaker, teacher, and writer
- ⁚ated student of self-improvement

## WORK EXPERIENCE

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## TECHNICAL SKILLS

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|---|---|
| ramming: | C++, Java, R, SQL, VBA, Python |
| alization: | LaTeX, Mathematica, SolidWorks Tableau, Photoshop |
| ellaneous: | Microsoft Office, Organization, Git, Google applications, Project Planning |

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minors in Computer Science and Mathematics
*expected May 2016*

## ADDITIONAL TOPICS