MATTHEW GARDNER

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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 Machine Learning, Data Structures, and Databases

TECHNICAL SKILLS

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

Visualization: Mathematica, Photoshop, SolidWorks, Tableau

Miscellaneous: Git, Google applications, 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*
Planning, tracking, and consulting with interdisciplinary projects
Working with CSE administrators on funding and event planning

Purchasing Manager
Tesla Works   *April 2013 – May 2014*
Managing 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