

# 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 Machine Learning, Data Structures, and Databases**

## 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

**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-Printing***  
***Motivated student of self-improvement***  
***Proficient communicator, speaker, teacher, and writer***

**WORK EXPERIENCE****Assistant Client Services Specialist***Willis of Minnesota, Inc.**May 2017 - Present*

Data analysis in Excel and other in-house software

Data visualization in PowerPoint, Word, and other in-house software

**Projects Committee Chairman***CSE Expo**September 2016 - Present*

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**April 2016 - Present*

Managed a budget of over \$20,000

Project budgeting and purchasing management

**Teaching Assistant***University of Minnesota: Twin Cities - Carlson School of Management**September 2015 - Present*

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

**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**EDUCATION****University of Minnesota: Twin Cities**

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2014 – August 2014

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expected May 2016



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## STRENGTHS

experienced in the topics of Risk Management and Insurance  
skilled in diverse subjects like Cryptography, Economics, Finance, Machine Learning, and 3D-Printing  
demonstrated leadership in team-oriented project planning and management  
efficient communicator, speaker, teacher, and writer  
motivated student of self-improvement

## WORK EXPERIENCE

**Assistant Client Services Specialist***Willis of Minnesota, Inc.*

Data analysis in Excel and other in-house software

Data visualization in PowerPoint, Word, and other in-house software

*May 2014 – August 2014***Projects Committee Chairman***CSE Expo*

Planning, tracking, and consulting with STEM-related projects

Working with CSE administrators on funding and event planning

*September 2014 – present***Purchasing Manager***Tesla Works*

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Project budgeting and purchasing management

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*September 2014 – June 2015*

## TECHNICAL SKILLS

**Programming:** C++, Java, R, SQL,  
VBA, Python**Utilization:** LaTeX, Mathematica, SolidWorks  
Tableau, Photoshop**Other:** Microsoft Office, Organization,  
Git, Google applications,  
Project Planning

## EDUCATION

**University of Minnesota: Twin Cities**

Bachelor of Science in Statistics

minors in Computer Science and Mathematics

*expected May 2016*

## ADDITIONAL TOPICS

