Matt Graham

Profile

Young and experienced professional striving to make data relatable, and use it to solve complex business problems

Contact
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Top 5

HTML, CSS, JavaScript
SQL, Java, Python, R

SharePoint Online development and maintenance

Data-storytelling

Result-focused communication

Autonomous multi-tasker

Work experience ———

Associate Project Manager   CBRE, Inc.
May 2018 -

Lead the design and architecture of an easy-to-use training hub on Share-Point using modern web technologies. Lead the design and maintenance of a weekly publication delivered to 100+ stakeholders. Establish, cultivate, and lead the Cohesion Committee; an appointed team whose objective is to identify inter-team issues and resolve them in an expedited manner. Help provide rapid triage and response to a support team alias.

Studio Coordinator   SkB Architects
August 2016 - May 2018

Quick to respond and provide support to studio asks. Engaged in client discussion to understand desires and needs. Sought opportunities to assist in all aspects of project coordination, from contract writing to permit procurement. Captain of SESSIONS, an internal team that created, built and enriched the company culture.

Project Assistant   LMN Architects
October 2015 - August 2016

Collaborated with project managers and teams to schedule and plan more than 50 individual projects. Rapidly onboarded to preexisting procedures and applied new and innovative solutions to business problems. Actively sought out, evaluated, and implemented new technologies in order to improve business efficiency.

General Manager   Chipotle
September 2012 - July 2015

Maintained, balanced, and reported P&L's valued at $5 Million. Sustain and managed an average of 45 team members. Proven track record of hiring outstanding employees; hired over 50 new crew members. Trained, developed, and validated future leaders. Self-motivated and able to perform job duties with minimal supervision.

Education ———

Computer Science   Bellevue College
August 2017 -

- 30 credits earned towards Bachelor's of Science in Computer Science
- Coursework: Web Development, Database Management, Fundamentals of Computer Science II, Writing for the Web

Continuing Education   Seattle Central Community College
January 2017 - June 2017

- 25 credit hours towards Associate Transfer for Computer Science
- Coursework: Foundation of Computer Science I, Web Communications

Statistics   Virginia Commonwealth University
August 2011 - January 2014

- 95 credit hours towards Bachelors of Science in Statistics
- Coursework: Mathematical Modeling, Mathematical Computing, Industrial Statistics, Applications of Statistics, Probability Theory, Advanced Calculus, Differential Equations, Linear Algebra