

Matthew Clinco

matthewclinco@protonmail.com • (626) 375-3322 • [linkedin.com/in/MatthewClinco](https://www.linkedin.com/in/MatthewClinco)

January 20, 2026

Hiring Manager
Anduril Industries
Costa Mesa, CA

Workplace Manager – Costa Mesa, CA

Dear Hiring Manager,

I am applying for the Workplace Manager role at Anduril Industries. Moving into defense to support mission-critical work is a deliberate career shift I've been preparing for over the past several years. Anduril's execution-driven operating model is where I do my best work, with clear ownership and disciplined delivery.

I bring senior operations experience running high-tempo, compliance-sensitive environments with direct ownership of day-to-day operations, vendor performance, facilities issues, and internal service delivery. I supported a peak onsite headcount of ~100, managed a broad vendor ecosystem, and ran operations with continuous audit readiness and clean documentation. In a complex legacy facility, I maintained a CMMS-style maintenance system for assets, work orders, and PM schedules to accelerate diagnostics and reduce downtime, treating PM as a reliability program, not a checklist.

I ran operations through form-based intake (Jotform), strict closeout documentation, and performance tracking, automating routing and reporting via Zapier/IFTTT and lightweight scripts, with ongoing iteration to reduce time-to-close. I managed vendors through explicit SLAs, quality standards, and escalation paths, using ad hoc support only for true exceptions.

Beyond facilities, I directed workplace operations proactively by implementing clear policies, documented standards, onboarding and training, and dependable performance management that drove strong retention and sustained high performance. I led projects end-to-end, delivering against scope, budget, and timelines.

I also built and maintained operational dashboards and performance models that integrated financial, sales, and personnel data to measure performance objectively and drive measurable improvement in service levels, cost control, and issue resolution. To make execution repeatable, I authored management, operations, and onboarding manuals and produced one-page, at-a-glance postings to keep teams informed and accountable. I've managed complex internal and client-facing events as well, coordinating vendors and logistics to deliver reliable, controlled execution at scale.

I would welcome the opportunity to discuss how I can support Workplace Operations in Orange County through strong vendor management, high-urgency facilities execution, well-run workplace projects, and clear employee communications.

Sincerely,

Matthew Clinco