

MATTHEW CLINCO

Workplace Ops · Controls & Compliance · Vendor Performance & Capex

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CORE COMPETENCIES

Operational governance and controls · Preventive maintenance & repairs · Vendor performance management (scope, quality, response times) · Inspections, documentation, & audit readiness · Budgeting & cost control (capex/opex) · Project delivery (scope, schedule, budget) · Service request intake-to-close · Cross-functional stakeholder management · KPI reporting & advanced Excel

EXPERIENCE

Enterprise Solutions Associate | BlinkMetrics | Oct 2025 – Present

- Led executive and operator-facing discovery sessions for ERP-integrated analytics, translating requirements into clear next steps; improved meeting-to-action conversion by 15%.
- Produced decision-ready proposals and executive communications, cutting cycle time by ~5 days and improving win rates by ~5%.
- Facilitated stakeholder alignment across technical and operational teams, accelerating evaluation and reducing decision cycle time by ~7% across 8 enterprise accounts.

Owner's Representative / Project Manager | Barclin Properties, Los Angeles, CA | 2019 – Present

- Led end-to-end redevelopment of two high-net-worth residential properties; delivered on schedule and held budget variance at or below 5% across \$2.5M in capital work.
- Standardized vendor service delivery and maintenance controls across a nine-property portfolio; reduced urgent and after-hours incidents by approximately 20% and cut first response time to approximately 24 hours.
- Led cross-functional delivery for structural and major system upgrades; limited change orders to approximately 3% through scope discipline and documented decision-making.
- Implemented inspection and compliance tracking across insurance, habitability, Fair Housing, and building standards; reduced annual exceptions to approximately 1 and increased documentation completeness to approximately 95%.
- Owned invoice review, approvals, and capex/opex tracking; drove approximately \$75K in cost avoidance through bid leveling, renegotiation, and change control.

Chief Financial Officer & Vice President | Skylight Gardens, Westwood, CA | 2010 – 2024

- Owned full P&L, staffing, compliance, and operating execution for a high-volume hospitality business generating approximately \$65M in gross revenue, leading teams up to 85 employees across FOH, BOH, and administration.
- Increased gross revenue by approximately 50% post-2015 while sustaining approximately 5% operating margins through budgeting discipline, purchasing approvals, and expense governance.
- Stabilized performance following partnership restructurings in 2014 and 2016 by installing operating controls and accountability cadences; improved operating margins by approximately 5 percentage points.
- Standardized vendor contracting and service expectations; reduced vendor-related service failures by approximately 20% and lowered annual vendor spend by approximately \$75K on approximately \$1.5M in vendor expenditures.
- Established a closed-loop service request and maintenance control framework (intake-to-closeout tracking, asset inventory, planned maintenance); increased closeout compliance from approximately 65% to approximately 95% and planned-maintenance completion to approximately 90%.
- Led recurring inspections and audits across licensing, labor, and safety requirements; maintained zero major findings across recurring audits and inspections over 14 years.

Personal Financial Manager | Private Estate / Bambi Byrens, Beverly Hills, CA | 2008 – 2010

- Directed financial, legal, and administrative operations for a \$50M private estate with strict confidentiality and audit-ready records.
- Standardized document control and approval routing; reduced turnaround time from approximately 7 days to approximately 4 days and reduced document retrieval time to approximately 5 minutes, with no more than one exception per review.

Public Relations Honors Intern | Cerrell Associates | Los Angeles, CA | 2006 – 2007

- Served as special assistant to ownership and senior leadership, preparing briefings, correspondence, and confidential materials.
- Coordinated media outreach with local and community outlets to advance client messaging.
- Developed PR materials and monitoring workflows for stakeholder communications.
- Assisted with judicial campaign outreach for the 2008 election cycle, including community engagement and messaging logistics.

EDUCATION

University of Southern California (USC) | Los Angeles, CA | 2003 – 2007

Bachelor of Arts, Political Science & Communication | Cum Laude, Honors Program Graduate, 2007