

# MATTHEW CLINCO

## Workplace Operations | Facilities Reliability | Vendor & Project Execution

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### LEADERSHIP HIGHLIGHTS

- Workplace systems:** Built standardized request-to-close workflow with form intake, strict closeout, and performance tracking; automated routing/reporting.
- Facilities reliability:** Maintained CMMS-style maintenance system (assets, work orders, PM schedules) to accelerate diagnostics and reduce downtime in a complex legacy facility.
- Operating scale:** Supported peak onsite population of ~100; managed a broad vendor ecosystem with SLAs, quality standards, & escalation paths.
- Complex delivery:** Led high-value projects in regulatory-constrained coastal and desert markets on time and on budget.

### CORE COMPETENCIES

- Workplace & Facilities Operations**  
Vendor SLAs • PM reliability • Ticketing close-out • Space planning • Seating moves • Service requests & repairs • Supplies & inventory control
- Program & Project Execution**  
Scope/budget/timeline • Project delivery & adoption • Stakeholder alignment • Documentation/training, moves & onboarding
- Data, Controls & Compliance**  
Dashboards & KPI/SLA • Workflow instrumentation • Audit controls • Policy & risk • SLA governance

### TECHNOLOGY

- Workplace Systems & Automation**  
Jotform workflows • Zapier/IFTTT workflows • Lightweight scripts, macOS Automator integrations
- Data, Analytics & Automation**  
Excel dashboards/models • Trend tracking • Audit-ready data
- Documentation & Collaboration**  
Document control • Google Workspace • Microsoft Office

### SUMMARY

Senior operations and portfolio leader with 15 years of experience overseeing teams, budgets, and complex organizations across property, redevelopment, and high-volume operating environments. Trusted advisor to ownership and senior stakeholders, with a proven ability to build durable operating systems, align teams and vendors, and drive disciplined execution. Brings clear accountability for financial performance, operational stability, and measurable outcomes.

### EXPERIENCE

- Enterprise Solutions Associate | BlinkMetrics | October 2025 – Present**
  - Position and frame ERP-integrated custom metrics built on software APIs for executive, operations, and technical stakeholders.
  - Support enterprise analytics sales through live video-based client engagements and client-facing written materials, including proposals and executive communications.
- Owner’s Representative / Project Manager | Barclin Properties, Los Angeles, CA | 2019 – Present**
  - Led end-to-end redevelopment of two high-net-worth residential properties as owner’s representative, from planning and permitting through budgeting and delivery.
  - Executed major structural and system upgrades in regulatory-constrained environments, coordinating architects, engineers, and specialty trades to deliver on scope, schedule, and budget.
  - Managed a nine-property residential portfolio, balancing active redevelopments with ongoing operations, maintenance, and vendor performance.
  - Directed vendor coordination, inspections, and compliance with insurance, habitability, Fair Housing, and applicable building standards; tracked invoices, expenses, and capital outlays.
- Chief Financial Officer & Vice President | Skylight Gardens, Westwood, CA | 2010 – 2024**
  - Provided executive leadership with full P&L, staffing, and compliance ownership for a high-volume hospitality operation generating ~\$65M in gross sales, leading teams of up to 85 employees.
  - Stabilized and professionalized the organization following 2014 and 2016 partnership restructurings by implementing disciplined financial controls, operating systems, and governance.
  - Built a standardized request-to-close workflow with strict closeout documentation and performance tracking, plus CMMS-style maintenance records and vendor SLAs.
  - Led the 2010 restaurant build-out and 2015 bar remodel on time and within budget; the remodel and associated program expansions doubled same-year sales.
  - Directed financial reporting, budgeting, vendor contracting, HR, regulatory compliance, and audit oversight, maintaining audit-ready employment practices and strong compliance outcomes.
- Personal Financial Manager | Private Estate / Bambi Byrens, Beverly Hills, CA | 2008 – 2010**
  - Directed financial, legal, and administrative operations for a \$50 million estate.
  - Oversaw wealth-management activities, legal correspondence, and document control.
  - Coordinated legal and real estate matters, maintaining vendor accountability.
- 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.
- Project Manager | Barclay Realty Inc. / A.J. Wright Retail Construction, La Puente, CA | 2004 – 2005**
  - Supervised construction schedules and subcontractor compliance documentation.
  - Verified insurance and permits for all project contractors.

### EDUCATION

**University of Southern California (USC) | Los Angeles, CA | 2003 – 2007**  
Bachelor of Arts, Political Science & Communication | Cum Laude, Honors Program Graduate, 2007