

MATTHEW CLINCO

Workplace Operations · Facilities Reliability · Vendor & Project Execution

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Formatted Resume (PDF): <https://drive.google.com/file/d/1f6rt6FDE7PaYVoBhBufN-orH8aMFTFxc/view>

SUMMARY

Workplace operations leader with 15 years of experience overseeing teams, budgets, vendors, and compliance across facilities, redevelopment, and high-volume environments. Built request-to-close workflows (form intake, strict closeout, performance tracking) with automated routing/reporting, and maintained CMMS-style maintenance systems (assets, work orders, PM schedules) to improve reliability and reduce disruptions. Known for disciplined execution, clear vendor standards, and operational controls that drive measurable outcomes.

SKILLS & TOOLS

Workplace & Facilities Ops: Vendor SLAs • PM reliability • Ticketing closeout • Space planning • Seating moves • Service requests & repairs • Supplies & inventory control

Program & Projects: Scope/budget/timeline • Project delivery & adoption • Stakeholder alignment • Documentation/training, moves & onboarding

Data & Automation: Excel (advanced) • Dashboards & KPI/SLA • Workflow instrumentation • Jotform • Zapier/IFTTT • macOS Automator • Document control • Google Workspace

EXPERIENCE

Enterprise Solutions Associate | BlinkMetrics | Oct 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.
- 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.

EDUCATION

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

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