

Matthew James Bir

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PROFESSIONAL SUMMARY: Detail-oriented network analyst and military leadership graduate with five years of banking industry experience. Adept at collaborating with stakeholders on technical projects.

EXPERIENCE:

United Bank of Michigan, Grand Rapids, MI

Network Analyst, October 2019 to present

- Implement solutions under pressure to fix urgent business interruptions. Fixed over a dozen InfoPath forms and their corresponding SharePoint 2013 workflows when an analyst's departure caused signatures to become invalid.
- Deploy upgrades and perform maintenance for IT infrastructure of over a dozen branches. Apply domain-level GPO updates and utilize Active Directory to manage Windows servers within Citrix and VMware environments.
- Utilize KACE system to track assets, resolve tickets, implement projects and change management, and build internal knowledge base.
- Adapt and design PowerShell scripts for management of Active Directory, Exchange, file processing, etc.

IT Analyst, March 2017 to October 2019

- Co-led project for an online loan payment service implementation. Coordinated internal departments with Fiserv engineers throughout UAT and launch.
- Automated file operations and streamlined operator tasks using tools such as PowerShell and Foxtrot RPA—enabling workflow improvements, such as a program that automated e-statement enrollment emails.
- Built, scheduled, and validated reports in IBM Cognos, supporting business operations and informing decisions on process improvements.

Isringhausen, Galesburg, MI

Project Management Assistant, May 2014 to November 2014

- Collaborated with a diverse global team for an industrial seat manufacturer involving engineers from Italy, Mexico, and Germany.

Department of Defense, San Antonio, TX (Active Duty) and Lansing, MI (Training)

U.S. Air Force Officer, 2nd Lieutenant, August 2010 to December 2013

- Honorably Discharged.
- Awarded Project Global Officer scholarship to study Russian at SDSU.
- Trained teams of 5-25 cadets in military philosophy and discipline.

EDUCATION:

Western Michigan University

B.A. Economics, Cum Laude, April 2013

Applied Economics, Graduate Studies, January 2015 to December 2015

Grand Rapids Community College

Computer Programming, Fall 2016

- Selected by English Department Dean to be an English lab writing tutor.