

Matthew Kirk
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Objective:

Seeking entry level Electrical Engineering position.

Education:

BS in Electrical Engineering – Brigham Young University – April 2016

GPA: 3.64

Experience:

Computing Specialist/Computer Support | McKay School of Education | Provo, UT 2014 - Current

- Manage, maintain, and improve internal website and database using HTML, CSS, Javascript, WAMP, and SVN.
- Troubleshoot faculty computer and software problems.
- Handled security measures such as applying certificates, managing passwords, Active Directory permissions.
- Manage deploy systems (SCCM, Casper, Group Policies).
- Worked with and managed dual-boot Windows and Mac machines.
- Thanked by faculty for hard work and assistance.

Technology Management | 24 Hour Fitness | Carlsbad, CA 2014

- Doubled average computers completed nightly.
- Imaged/updated computers from Windows XP to Windows 7 remotely.
- Used Dameware for remote operations, Altiris for client management, and Remedy for ticket management.

IT Operations | Guajome Park Academy | Vista, CA 2012, 2014

- Wrote a batch script to automate updating java on computers remotely.
- Set up school technology (phones, computers, projectors) to be ready for upcoming year.

Computer Science TA | Brigham Young University | Provo, UT 2014

- Helped students complete lab assignments in C++ by explaining concepts and assisting in debugging code.
- Received positive anonymous ratings from students.

Event Usher | Brigham Young University | Provo, UT 2013-2014

- Helped patrons find seats. Made sure they felt welcomed.
- Answered questions, handled complaints, enforced policies.

Warehouse Employee | Jon Renau | Vista, CA 2013

- Recognized by manager for attention to detail and minimal mistakes.
- Pulled, boxed, and shipped orders generated by sales team.

Skills/Accomplishments:

- Member of IEEE Eta Kappa Nu Honor Society.
- Signal Processing, Digital Communication, Circuit Design, Digital Design, Embedded Programming, State Machines, Electromagnetics.
- Programming/Programs: C++, C, LTSpice, MATLAB, Simulink, Verilog, PHP, MYSQL.
- Use of Oscilloscopes, Multimeters, and other digital and analog measurement equipment.
- Strong knowledge of Windows operating systems (XP, 7, 8, 10) and Mac. Comfortable with Linux.
- Skilled in the use of Microsoft Office.
- Co-Captain: HS Varsity Basketball. Learned leadership, teamwork, and discipline.