

# MATTHEW STONE

2133 Union St. • West Palm Beach, FL 33411 • (561) 324-9229 • MJStone89@gmail.com  
mstoneportfolio.com • linkedin.com/in/mjstone1

## EDUCATION

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**Florida Atlantic University**  
*Bachelor of Science*  
Major: Management Information Systems  
Concentration: Business Analytics  
GPA: 3.35

Boca Raton, FL  
Graduating Dec. 2016

## SKILLS SUMMARY

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- Proven ability to quickly adapt to new technologies
- Outstanding communication skills, both written and verbal
- Sound knowledge of networking concepts
- **COMPUTER SKILLS:** Microsoft SQL Server, Oracle Corporation's PL/SQL, Microsoft Visio, Tableau, HTML, CSS, and Java Programming

## WORK EXPERIENCE

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### **Excel-Medical** **Junior Project Manager**

Jupiter, FL  
May 2016 - Present

- Co-lead project kick-off meetings
- Recommend server specifications
- Collaborate with hospital clinicians, members of hospital IT staff, and clinical engineering
- Schedule software installations and upgrades on customer servers
- Coordinate integration testing and end-user training, leading up to a full production go-live

### **IT Project Management Intern**

Nov. 2015 - May 2016

- Monitor customer servers as a part of routine maintenance
- Attend daily agile project management meetings
- Perform software installations and software upgrades on customer servers via VPN access and Remote Desktop
- Analyze and interpret medical data in the form of log files, HL7 messages, and through database queries
- Assist customers with any issues they may encounter, and reach a solution as quickly as possible
- Perform verification testing on software betas, or release candidates, using white-box and black-box testing procedures

## MEMBERSHIPS

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### **Management Information Systems Association (MISA)** **Member**

Boca Raton, FL  
August 2015 - Present

- Interact with fellow students/faculty, and promote the MIS profession
- Network with local companies/corporations and learn about what IT professionals do at their facility
- Attend exclusive information sessions and company tours

## KEY ACADEMIC COURSEWORK

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Intro to Management Information Systems  
Database Management Systems  
Data Mining & Data Warehousing  
Computer Syst. & Software Development

Intro to Business Intelligence  
Advanced Business Intelligence  
Business Data Communications  
Advanced Systems Analysis & Design

## PROJECT EXPERIENCE

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Worked as a Database Developer in a two-member team project for my Database Management Systems class

- Developed a database system for a beauty supplies company named Burmax Company Inc.
- Formed the foundation of the database through normalization and Entity Relationship Diagrams
- Used Microsoft Visio and SQL Programming

Worked as a Data Analyst in a two-member team project for my Data Mining & Data Warehousing class

- Clean data for accurate analysis
- Used data mining tools such as XL Miner in MS-Excel to conduct Partitioning of Data, Develop Pivot Tables / IF Functions / VLOOKUPS, Multiple Linear Regressions, Confusion Matrix, Decision Trees, K-Means Clustering, and Building Neural Networks

Worked as a Java Applications Developer on numerous projects in my Computer Systems & Software Development class

- Developed numerous Java Programs that were applied to solve Business Problems

Worked as a Business Systems Analyst in a four-member team project in my Advanced Systems Analysis & Design class

- Worked closely with a local company Illuminations LED Lighting, LLC, for which we designed an application to meet their business need
- Determined system requirements by way of interviews, questionnaires, surveys and observation
- Used data flow diagrams as well as entity relationship diagrams to model the data processes
- Designed a user and system interface, as well as designed the files and database