

# MATTHEW STONE

2133 Union Street • West Palm Beach, FL 33411 • (561) 324-9229 • MJStone89@gmail.com.  
Matthewst0ne.github.io • 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 December 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:** Windows Server OS, Microsoft SQL Server, Oracle Corporation's PL/SQL, Microsoft Visio, Tableau, Java Programming, HTML, CSS.

## 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 and configurations regarding customer's wants or needs out of the product.
- Collaborate with hospital clinicians, members of hospital IT staff, and clinical engineering, via GoToMeeting or WebEx.
- 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

November 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.
- Responsible for maintaining inventory of all shipping and receiving items.
- Assist customers with any issues they may encounter, and reach a solution as quickly as possible.
- Perform extensive testing on software betas, or release candidates, with the use of white-box & black-box testing procedures, to make sure the product meets the design specifications, as well as comply with regulations.

## 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.