Matthew Isaac Tolosa

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# EDUCATION

**Santa Clara University | Santa Clara, CA**

***M.S. Engineering Management*** *Expected Jun 2023*

Relevant Coursework: Project Management, Marketing Hi-Tech Products, Web Programming

***B.S. Web Design Engineering***  *Jun 2022*

# WORK EXPERIENCE

**Product Manager Intern | Kohls |** Menomonee Falls, WI (Remote)*Jun 2022-Aug 2022*

* Utilized Figma to create 5 mid-fidelity wireframes for an internal Kohl’s Web Application
* Devised over 10+ spikes, epics, and user stories through Jira to manage the application development process
* Developed a usability test for the Kohl’s Web Application to improve and iterate on the MVP
* Conducted a usability test with a Product Leader to determine pain points and design improvements for MVP

**Product Manager Intern | Develop for Good |** Stanford, CA (Remote)*Nov 2021-Mar 2022*

* 1 of 150 selected out of a pool of 500+ applicants to serve as a PM for the Winter Cycle '22
* Led a team of 7 developers and designers to develop a new website for Pangolino ([https://pangolino.org/)](https://pangolino.org/)%20)
* Served as a Project Manager by facilitating weekly meetings, creating a project timeline, and organizing assets
* Prioritized client's needs through managing Product backlog and gathering requirements

**Web Design Lead | NeTS-VO |** Santa Clara, CA  *Jun 2021-Jan 2022*

* Managed a team of 3 Web Design students to design a website for the NeTS-VO community
* Enhanced Project Management through Trello, Discord, and Google Drive to boost productivity
* Launched the redesign of the current Google Sites to WordPress which increased user activity over 50%

**Product Manager Intern | Opal |** Santa Clara, CA *Jun 2021-Oct 2021*

* Collaborated with design and engineering teams to develop 4 new mobile app features
* Devised over 20+ user stories for new design implementations and iterations
* Researched and analyzed over 30+ user responses to revamp chat features

# LEADERSHIP

**Student Project Manager | Law Foundation of Silicon Valley |** Santa Clara, CA*Jan 2021-Mar 2021*

* Managed a team of 3 to craft a functioning Google Drive that increased accessibility to legal housing documents for low-income families
* Managed 7+ weekly meetings with main client and stakeholders to receive feedback and discuss progress of the Google Drive
* Constructed a feasible timeline to meet project deadlines and product goals
* Organized 3 final deliverables and presented a final product

# PROJECTS

**Explore More:**

* Led a team of 4 to design a social travelling app to help alleviate isolation during COVID
* Conducted user research and user testing to promote and improve app usability
* Produced 3+ high-fidelity wireframes and prototype using Figma

**Bea’s Gardening Coop:**

* Developed a desktop and mobile website for a gardening owner persona
* Designed & created 3 high fidelity wireframes for a gardening mobile/desktop application using Figma

# SKILLS

* HTML, CSS, Javascript, Figma, UI/UX, User Research, User Testing, Jira