

Matthew B. Irwin

matthewirwin19@gmail.com

1135 E. Apache Blvd. Tempe, AZ 85281

(303)-877-6853

www.linkedin.com/in/matthewirwin

EDUCATION

Arizona State University – GPA: 4.0

Tempe, AZ

Bachelor of Science in Computer Information Systems

August 2020 – May 2024

Relevant Coursework: Information Systems and Management (Python), Accounting I & II, Finance, Microeconomics, Macroeconomics, Business Information Systems Development (Java), Business Database Systems (SQL + Tableau).

Awards: Dean's Award List for Academic Excellence

Organizations: Devils' Advocates – Campus Tour Guide Association

Legend High School – GPA: 4.2

Parker, CO

High School Diploma

August 2016 – May 2020

Awards: Academic Excellence Letter for Junior & Senior Year, Honor Roll, First Place in District Art Show

Organizations: National Honors Society, Technology Student Association

WORK EXPERIENCE

Irwin Fraley, PLLC.

Centennial, CO

IT Support Technician

June 2021 – August 2022

- Maintained and organized a server-based document filing system that stored data for upwards of 200 clients, ensuring data accuracy and accessibility.
- Handled technical support requests using innovative methods learned through collegiate studies, prioritizing and resolving issues in a timely manner to ensure efficient operation of the organization.
- Installed and configured all new devices in the office, including computers, phones, and routers, to ensure efficient operation and minimize downtime.
- Fostered a proactive and collaborative dynamic with my supervisors by consistently keeping them informed of task progress and seeking input and direction as required.

Estate Media LLC.

Denver, CO

Transportation Planning Specialist

April 2021 – September 2021

- Utilized advanced software, such as ArcGIS and Adobe Illustrator, to create nearly 85 detailed and spatially accurate maps of construction zones throughout southern Colorado, as well as their alternative routes.
- Demonstrated a strong understanding of civil engineering blueprints to develop concise presentations of construction proposals for presentation to government officials in Colorado.
- Coordinated with Colorado Department of Transportation officials to accurately implement civil engineering plans into intuitive road construction maps, contributing to the safety of thousands of Colorado motorists each day.
- Constructed a diverse array of graphical templates and design standards to facilitate an efficient and streamlined workflow for current and future employees.

VOLUNTEER EXPERIENCE

Devils' Advocates (ASU Tempe Campus)

Tempe, AZ

Campus Tour Guide

September 2021 – Present

- Spearheaded the development of comprehensive and informative tour routes around campus for prospective students, collaborating with a team of fellow tour guides on a weekly basis to plan and execute tours.
- Exhibited strong leadership abilities by training and mentoring new members of the organization, ensuring that they accurately and effectively conveyed key information to prospective students during tours.

SKILLS AND INTERESTS

Technical Skills

- Programming languages and database management: Java, Python, MySQL, and SQL Server.
- Software: Microsoft Office Suite, Advanced Excel, Adobe Creative Suite, Microsoft Azure, and Linux.

Interests

- Cybersecurity, Artificial Intelligence, Photography, Traveling, Real Estate, and Entrepreneurship.