

Matthew C. Paek

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Objective: To leverage front-end development and UI/UX experience, self-discipline, and strong work ethic into a challenging role where I can help grow the company, work efficiently for clients, and continue to learn new skills.

Projects: **www.matthewpaek.com**
HTML, CSS, Bootstrap, Javascript, JQuery, PHP, github, git, web hosting

- Portfolio website
- github repository for website

www.nfdrapery.com
HTML, CSS, Bootstrap, JQuery, PHP, github, web hosting, photo editing

- A portfolio website created for a small business client.

www.matthewpaek.com/paekfamily.html
UI/UX Design, Usability Testing, Researcher, Axure, Sketch

- Family website wireframe

www.matthewpaek.com/musclegame.html
UI/UX Design, Usability Testing, Researcher, Balsamiq

- A wireframe for an exercise gamification app

Experience: **PnE Academy** **Jun 2015 - Feb 2017**
Teacher, Logistics, Operations Manager

- Day to day logistics and management of teachers and students at bi-monthly camps in a foreign country.
- Researched and created new curriculum that improved student learning.
- Led meetings and strategized with coworkers to address weekly issues.
- Communicated with foreign school administrators to secure a yearly contract.
- Consulted and advertised our philosophy to clients.
- Interviewed candidates and managed the recruiting process.
- Taught and managed students in small classes.

Paedea **Nov 2014 - Jun 2015**
Branch Operations Manager

- Led meetings to maximize class efficiency, set target goals, and brainstorm practical solutions to problems that led to increased student numbers.
- Consulted owners regarding marketing strategies and ways to cut costs.
- Created and implemented employee development programs.
- Managed day to day activities of the branch including stock management, scheduling, teacher management, and classes.

giive.com **Jun 2014 - Oct 2014**
Intern

- Led a team of interns to help clients create a campaign and develop a fundraising strategy.
- Managed and communicated with clients and sales representatives through Salesjunction.
- Collaborated and coordinated with web developers to address client needs.

Education: **B.Sc. in Psychology, University of Georgia** **Aug 2008 - May 2012**

Previous Experience:

- **Trued**, conversational english teacher
- **Reading Gate**, content creator
- **Joong-ang SAT Academy**, SAT English teacher

Other Skills:

- Git, Virtual Machines (VMware, Virtual Machine)
- MySQL
- Can speak Korean
- Microsoft Office applications
- Video editing