

Matthew Whittle



Work History

2017-08 - Current

Fidelity Investments, Salt Lake City, UT

Annuity Service Representative

- Worked as an XTRAC Admin improving office operations by automating procedures, creating new rule structures, and modifying existing processes
- Managed a Microsoft Access database, including troubleshooting, maintenance, updates and report generation as well as designed and delivered new applications
- Interacted with customers professionally as a case manager to provide solutions for requests that were not in good order

2015-08 - 2017-08

High Net Worth Representative

- Worked with a SCRUM team to improve a newly deployed application
- Led many team building activities to help improve the team culture

2014-12 - 2015-08

Financial Representative

- Conducted research to answer questions and handle issues using multiple systems and resources



Education

2019-04 - 2019-10

Web Development Certification

University of Utah - Salt Lake City, UT
Certification in Full Stack Web Development

2013-08 - 2015-05

Some College: Engineering (Pre-Engineering)

Utah Valley University - Orem, UT



Accomplishments

- Series 7 & 63 Licenses
- Life and Health Insurance License
- Eagle Scout Award
- Fluent in Spanish
- AGILE Training 2019-10



Contact

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Phone

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Skills

Problem solving skills



Agile processes



Troubleshooting



Software

HTML5



CSS/Bootstrap



JavaScript/jQuery



React.js



MySQL/MongoDB



Node.js



Express



Git

