

# MATTHEW LUBIN

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## EDUCATION

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### The Open University

Bachelor of Science, Computing & IT

Enrollment: October 2025

## CERTIFICATIONS

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CompTIA Network+

July 2025

CompTIA A+

June 2025

## PROJECTS

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Personal Resume Website – <https://mattywashere.github.io/resume/>

July 2025

- Developed & maintained a simple online personal resume using HTML
- Integrated interactive features, including direct resume download functionality, to improve accessibility for visitors
- Implemented dynamic content (e.g., real-time clock, dark mode) with JavaScript & managed deployment via a streamlined Git-based workflow

Ticketing Software – <https://mattywashere.github.io/ticketing-software/>

July 2025

- Developed a web-based application for creating, managing, & tracking support tickets in real-time with React.js
- Integrated Firebase for persistent real-time data management alongside Anonymous Authentication
- Managed version control with Git, implemented secure API key handling & deployed the application to GitHub Pages, showing a full development lifecycle

Establishing AD using Azure VMs – [www.github.com/mattywashere/ad-configuration](https://www.github.com/mattywashere/ad-configuration)

July 2025

- Deployed & configured Active Directory on Azure VMs, including network setup, domain elevation & user management
- Implemented network & security configurations, such as Static IP assignment & firewall rules to ensure domain communication

Cursor Management Database – [www.cursors.pro](https://www.cursors.pro)

October 2023

- Developed data analysis alongside SQL skills to maintain a comprehensive cursor library, used by 1,000+ monthly users
- Utilized Firebase for efficient real-time data management, enabling consistent updates for 100+ cursors monthly

## EXPERIENCE

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Revealed Word Christian Center – Queens, NY

January 2020 - Present

Systems Administrator

- Upgraded workstations with newer hardware, resulting in a 90% productivity boost in the office environment
- Implemented Office 365, Active Directory, Excel Database to overlook the IT infrastructure of the business, improving system performance by 90%
- Ensured flawless operation of audiovisual equipment during events, minimizing technical difficulties by 90%

ML Water Damage CWD of Hicksville – Long Island, NY

April 2019 – Present

Administrative Assistant | On-site Technician

- Utilized QuickBooks to manage vendor payments & bank reconciliation while maintaining financial credits & debits within Microsoft Excel, keeping the books accurate 100% of the time
- Job sites were dealt with detailed environment assessments using moisture detection tools & a deep understanding of building materials to determine the source of damage
- Negotiated prices with customers after delivering on-site assessments, 95% of the customers deemed the rates to be very fair with the damage recognized

## SKILLS

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**Information Technology:** Active Directory, Virtualization (VMs), System Support, Microsoft 365, Networking

**Operating Systems:** Windows (10/11), Windows Server (2022), Linux, macOS, Android

**Programming & Scripting:** JavaScript, PowerShell, API Integration, Git, HTML

**Database & Data Management:** Firebase, Microsoft Excel, Google Sheets

**Web Technologies:** Website Deployment

**ERP Systems:** QuickBooks Online

**Cloud Computing:** Azure