

MATTHEW LUBIN

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EDUCATION

The Open University

Bachelor of Science, Computing & IT

Enrollment: October 2025

CERTIFICATIONS

CompTIA Network+

July 2025

CompTIA A+

June 2025

PROJECTS

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

July 2025

- Created a minimal, responsive web platform with HTML to display my personal resume alongside interactive features like a real-time clock and user-controlled dark/light mode
- Implemented an automated local pipeline using Python for document conversion (DOCX to PDF/PNG), ensuring the site files stay consistent with each other

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 & deployed the application to GitHub Pages

Establishing AD using Azure VMs – www.github.com/mattywashere/ad-configuration

July 2025

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

Cursor Management Database – 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

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

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, Python, HTML, Git, PowerShell, API Integration

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

Web Technologies: Website Deployment

ERP Systems: QuickBooks Online

Cloud Computing: Azure