MATTHEW LUBIN

Queens, NY | (662) 771-1411 | matt.lubin@outlook.com
www.linkedin.com/in/mattlubin00 | www.github.com/mattywashere

EDUCATION

The Open University   **Enrollment: October 2025**
Bachelor of Science, Computing & IT

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 to display my personal resume alongside interactive features like a real-time clock and user-controlled dark/light mode
- Implemented an automated pipeline using Python for document conversion (DOCX to PDF/PNG), keeping the site updated
- Consistent content delivery & version control by integrating the Python automation script with Git for efficient GitHub Pages deployment (Website is immediately updated after I locally save the .docx file)

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*