MATTHEW LUBIN

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# 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 save my .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](https://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](http://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*