

Matthew Carswell

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EDUCATION

Florida International University (FIU), Miami, Florida

Bachelors of Science in Information Technology

May 2019

EXPERIENCE

Peer Mentor

Florida International University, Miami, Florida

August 2016 – Present

- Assists over 35 college freshmen across 2 weekly sessions in their transition to college.
- Serves as a resource, mentor, and friend in and out of the classroom.
- Promotes community and campus involvement to help make the most out of their college experience.

Learning Assistant

Florida International University, Miami, Florida

August 2016 – April 2017

- Aides Programming 1 students by helping with technical bugs and problem solving.
- Encourages students to conceive a wide array of programs and utilities in Java.
- Interacts with over 30 students daily.

Receptionist Customer Service Representative

SpareZ, Davie, Florida

May 2016 – January 2017

- Interacted with hundreds of guests of different ages daily.
- Oversaw the assignment and operations of 64 different bowling lanes.
- Managed the transferring of over \$1000 worth of funds per day.

Intern

Miami-Dade County Office of the Chair, Miami, Florida

June 2012 – August 2015

- Scheduled interviews and meetings for various boards of directors and community individuals.
- Generated spreadsheets and conducted phone calls to generate and store various arrays of data.
- Aided in the creation of a community outlook video which was presented to the Miami-Dade County Board of County Commissioners.

SKILLS

Certifications: Microsoft Office Suite, Adobe Creative Suite

Intermediate Knowledge: Java

LEADERSHIP

Treasurer, FIU Asian Student Union

April 2017 – Present