

Matthew J Welch

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SUMMARY OF TECHNICAL QUALIFICATIONS

OPERATING SYSTEMS:

- Windows, MacOSX, iOS, VirtualBox

NETWORKING:

- LAN, WAN, Wireless

LANGUAGES:

- C++, C#, Java, Python, Visual Basic, Swift

WEB:

- HTML, HTML5, CSS, Azure

APPLICATIONS:

- Photoshop, Premiere, Audition, Illustrator, Hitfilm, Blender, Maya, Word, Excel, PowerPoint, SQL Server

EDUCATION

Bachelor of Science in Computer Science
Lewis University, Romeoville, IL

Expected: December 2022
GPA: 3.7/4.0

EXPERIENCE

Landscaping Specialist

April 2008 - Present

J L Future Properties, Chicago, IL

- Mowing, edging, and fertilizing lawns
- Weeding and mulching landscape beds
- Trimming hedges, shrubs, and small trees
- Removing dead, damaged, or unwanted shrubs and trees
- Landscape surveying, design, and plant selection
- Planting shrubs and trees

Product Designer and Social Media Content Creator

August 2019 - Present

Brick Train Depot, Dayton, KY

- Designing custom LEGO models using CAD software
- Creating and publishing instruction manuals
- Testing products for quality control
- Creating promotional content for social media
- Responding to customer service inquiries

Senior Director of Activities

March 2019 - Present

EmpireLUG, St. Cloud, FL

- Planning and execution of collaborative projects and public exhibitions/events

- Refining project/activity ideas into workable solutions
- Coordinating and hosting meetings with project participants for planning and review
- Individually engaging with project participants to monitor progress and facilitate project completion
- Coordinating, tracking, and distributing bulk element orders for sponsored projects
- Aggregating and curating media content for online publishing

Vice President of Operations

April 2021 - Present

The Authentic Renewal Catholic Young Adult
Group, Plainfield, IL

- Planning, scheduling, and execution of meetings and group events
- Negotiating promotional agreements with local churches
- Sourcing materials needed for group events
- Encouraging social engagement and interaction among group attendees
- Creating promotional content for social media