








# Matt Whitcomb

Web Developer / Scrum Master / Product Owner

## Contact

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## Skills

Analytical Reasoning  
Scrum Framework  
Agile Principles  
Facilitation and Coaching  
Backlog Management  
Problem Solving  
Team Management  
Project Scheduling  
Strategic Planning  
Resource Allocation  
Iterative Design Thinking

## Certifications

### Microsoft MTA:

- Introduction to Programming Using HTML & CSS Certified 2022

### Scrum Alliance:

- Certified Scrum Master (CSM)
- Certified Scrum Product Owner (CSPO)

### ASE Certifications:

- C1 G1 A1 A4 A5 A6 A7 A8

## Profile

Results-driven and detail-oriented professional with experience leading Agile web development teams along with a background in web design, front-end development, and project management. Skilled in Agile and Scrum Frameworks, team leadership, and leveraging technical expertise to drive successful outcomes. Strong facilitation, communication, and leadership skills. Committed to fostering collaboration and continuous improvement within cross-functional teams. Seeking career opportunities as a Scrum Master, Product Owner, Web Designer, or Front-end Developer to create engaging user experiences and innovative web solutions.

## Education

### Computer Information Systems Degrees & Certificates

Web Application & Cloud Developer Associate of Technical Arts Degree

Web Development Certificate of Completion

Web Application Developer Certificate of Completion

Systems Development Certificate of Completion

Database Certificate of Completion

*Edmonds College / 2021-2022 / Academic Honors 3.83 GPA*

### Automotive Technology

*De Anza College / 2012-2013*

### Multimedia Digital Arts

Multimedia Digital Arts Associate in Science Degree

Certificates of Competency, Specialization, & Achievement in Multimedia Digital Arts

*San Jose City College / 2002-2007*

## Experience

### Web & Tech Manager (Internship - Fellow to Associate)

*Seaside Sustainability / 2023 / Remote from Seattle, WA to Gloucester, MA*

- Overhauled and restructured the Web & Tech department, implementing Agile and Scrum frameworks along with kanban to establish an efficient team and workflow.
- Served as a Department Manager, Scrum Master, Product Owner, Front-end Web Developer, Project Manager, and a liaison between different departments in order to facilitate and support the needs of a diverse, globally remote team for a large non-profit organization.
- Rapidly and efficiently acquired proficiency in using a diverse range of software and tools, such as Trello, Wix Editor X, Zapier, Google Workspaces, Miro, Figma, Canva, MailerLite, Little Green Light, and Airtable, among other applications.
- Guided and mentored interns in implementing responsive web design best practices and effectively utilizing tools to accomplish tasks.
- Collaborated with stakeholders to perform heuristic evaluations, effectively identifying user needs and pain points, then analyzed the feedback to implement targeted improvements and innovative design solutions.

# Certificates

## Coursera Certificates:

- Agile with Atlassian Jira issued by Atlassian University
- Create a no-code responsive website with Webflow

## Codecademy Certificates:

- Learn CSS
- Learn User Research Generative
- Code foundations Skill Path
- Learn How to Code
- Introduction to UX/UI Design
- Learn Bootstrap

# Technical Knowledge

## Web Development:

HTML / CSS / JavaScript  
SQL / PHP / jQuery / SEO  
MySQL / RDBMS  
Bootstrap / GitHub  
WordPress / Joomla!  
Wix Editor X / Webflow  
Visual Studio Code  
Sublime Text / Notepad++

## Design Tools:

Canva / Photoshop  
Illustrator / InDesign

## Collaboration Tools:

Miro / Zoom / Figma / Jira  
Trello / Google Workspaces

## Video Editing:

Premier Pro / Final Cut Pro

## Microsoft Suite:

Word / Access / Excel  
PowerPoint / Teams

## Other:

AWS / Cloud Computing  
Little Green Light / Zapier

## City-Approved Vehicle Safety Inspector

*KNA Solutions / 2020 / Seattle, WA*

- ASE certified lead inspector responsible for conducting inspections at a Lyft facility supervising a team of inspectors to ensure strict adherence to protocols, guidelines, and city regulations.
- Utilized proprietary customer relationship management software (CRM) to post results via Google Cloud to the City of Seattle Database.

## Automotive Technician / Service Writer

*Wilson Brothers / 2018-2020 / Seattle, WA*

- Functioned as the lead technician, adeptly diagnosing on-board computer systems, interpreting electrical schematics, executing diverse vehicle repairs, managing service writing, and overseeing parts procurement.
- Demonstrated autonomy by independently running the entire operation in owner's absence, leading to notable revenue growth.

## Automotive Technician

*Matt's Greenwood / 2017-2018 / Seattle, WA*

- Provided top-tier vehicle maintenance, diagnostics, and repairs, exceeding customer expectations and fostering loyalty.
- Collaborated effectively with the service writing team to optimize operational efficiency and resource allocation in a fast-paced environment, accurately estimating time frames and workloads for maximum profitability.

## Automotive Technician

*InFront Automotive / 2016-2017 / Auburn, WA*

- Enhanced performance vehicles by upgrading, diagnosing, and customizing them with aftermarket parts, meticulously preparing them for software tuning optimization on dynamometers.
- Demonstrated exceptional ingenuity and resourcefulness in successfully resolving unique and complex technical challenges by employing innovative approaches.

## Automotive Technician

*Tom's Automotive / 2016-2016 / Seattle, WA*

- Fostered a collaborative environment with a team of mechanics and service writers, optimizing the operational efficiency of the shop to deliver exceptional service to customers and their vehicles.

## Automotive Technician / Service Writer / Parts Manager

*Liberti's Auto Electric / 2012-2016 / Milpitas, CA*

- Oversaw all shop duties as keyholder, excelling as lead mechanic, service writer, and parts manager.
- Mentored and guided novice technicians fostering their professional growth and enhancing team performance.
- Specialized in electrical troubleshooting, oscilloscope waveform analysis, vehicle computer module programming, and drivability diagnostics.
- Demonstrated expertise in handling unique challenges, including custom projects, classic vehicles, and modified high-performance cars.

## Automotive Technician

*Sturken Auto Body & RV / 2011-2012 / San Jose, CA*

- Supported the mechanical repair side of the business performing duties such as maintenance, alignments, tires, diagnostics, A/C, electrical, and specialty RV work.

## Inventory Team Lead / Department Manager

*Centric Parts / 2007-2011 / Carson, CA*

- Successfully launched and managed a dynamic new department, optimizing inventory tracking on multi-million-dollar inventory and overseeing a diverse, bi-lingual team.
- Developed comprehensive annual projection schedules, achieving favorable audit outcomes and reinforcing credibility with credit lenders.