

# MATTHEW LAKEN

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## EDUCATION

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### Syracuse University

Master of Science, Applied Data Science

*Graduated, Spring 2022*

### The University of Maryland

Bachelor of Science, Information Science

Minor in Technology Entrepreneurship

*Graduated, Spring 2020*

## ACADEMIC PROJECTS

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### Portfolio Milestone Presentation

*Introduction to Data Science*

*Fall 2020 – Spring 2022*

- Portfolio containing projects completed in the Master of Applied Data Science program including R, Python, and SQL
- Demonstrated the goals and objectives established in the curriculum of the program through the works shared

## EXPERIENCE

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### Atlantic Group

New York, New York

*Project Administrator*

*July 2021 – Present*

- In charge of KPI management within lead sourcing and the sales lifecycle
- Facilitate the monitoring of users' equipment and support troubleshooting. Handle software, desktop hardware, server, and networking issues
- Communicate across divisions and offices to carry out business practices and facilitate users' work processes
- Responsible for the planning, tracking, and reporting of various projects which drive business decisions

### Statista

New York, New York

*Business Development Analyst Intern*

*February 2021 – June 2021*

- Utilized the applications of data science to provide reports to the executive leadership team, enabling strategic planning and process improvement in areas such as sales performance and client retention
- Developed solutions by describing requirements in a work-flowchart and diagram, studying system capabilities, analyzing alternative solutions, preparing system specifications, and writing programs

### Enertiv

New York, New York

*Sales Operations Intern*

*November 2020 – January 2021*

- Directed support to the sales team by communicating with clients and generating deliverables
- Worked within Zoho CRM software to enhance company records and systematize the sales process
- Generated sales onboarding process and materials to improve the hiring process

### Fusion Transport

Piscataway, New Jersey

*Customer Service Representative*

*June 2020 – September 2020*

- Managed customer accounts to ensure orders are accurately processed promptly while coordinating logistics between warehousing and transportation services
- Provided customers with account and product details by generating reports within a real-time warehouse database system

### Law Offices of Ron J. Zoller

Union, New Jersey

*Intern*

*December 2019 – January 2020*

- Parsed sales files and prepared them for automation and facilitated the backup process
- Communicated with both current and prospective clients professionally and delivered messages to management

### Trails End Camp

Beach Lake, Pennsylvania

*Group Leader*

*June 2019 - August 2019*

- Trained and managed a team of employees to complete daily tasks, follow protocols and promote a healthy work environment
- Developed age-appropriate activities that were designed to be inclusive and engaging for children

## TECHNICAL SKILLS

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- Proficient in writing SQL scripts and managing databases, as well as using Visio/Draw.io to generate ERDs
- Proficient in utilizing Python and R in statistical modeling, data visualization, predictive analysis, ML algorithms, data mining, web scraping, and database management
- Proficient in Adobe Suite programs for graphic design and enhanced visualizations (Illustrator, Photoshop)
- Advanced knowledge of Microsoft Excel, Word, PowerPoint, and Google Workspace (Google Colab included)
- Experienced with Tableau, Power BI, and Gephi visualization tools
- Admin Experience in Bullhorn ATS and job boards [LinkedIn Recruiter, Indeed]