MATTHEW LAKEN

Located in New York City ♦ (973)-309-5614 ♦ lakenmatt1@gmail.com

EDUCATION

Syracuse University   *Graduated, Spring 2022*
Master of Science, Applied Data Science

The University of Maryland   *Graduated, Spring 2020*
Bachelor of Science, Information Science
Minor in Technology Entrepreneurship

ACADEMIC PROJECTS

Portfolio Milestone Presentation
https://github.com/mlaken/Matthew-Laken-Applied-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

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

- 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 statical 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]