Matthew Malmberg

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I am a creative thinker with an analytical skillset and a strong background in leadership. I am highly adaptable, self-motivated, and a fast-learner which gives me the flexibility to excel at any role the team needs me to perform.

Experience

District Technician
Community Consolidated School District 46 // December 2018 - Present

- Troubleshoot, document, and resolve any and all software and hardware issues of district technology as they arise in an efficient and timely manner.
- Plan, prioritize, and implement solutions to long-term projects as necessary to ensure timely completion without falling behind on daily tasks.
- Manage the district's hotspot inventory based on factors like usage and need.
- Copyedit tech emails and board memos at Technology Director's request.
- Other duties include upgrading and installing new equipment as needed, creating and updating training manuals for changing procedures, and executing preventive maintenance on computer and server operating systems as needed.

Assistant Residence Hall Coordinator
Drake University Residence Life // February 2017 – May 2018

- Promoted from Resident Assistant in February 2017.
- Led and mentored a team of twelve Resident Assistants to create a healthy living environment in the Residence Hall.
- Staffed, scheduled, and managed a 24-hour service desk designed to aid residents with a variety of problems that may occur throughout a day.
- Miscellaneous tasks included budgeting hall funds, organizing and approving room changes among residents, updating the hall's roster, and reporting and tracking any custodial concerns.

Education

Drake University
2014 - 2018 // Des Moines, IA

- Bachelor's of Science in Computer Science
- Bachelor's of Science in Mathematics
- Minors in Physics and Writing

Skills

Programming Languages

- Java
- Python
- C++
- SQL
- HTML5/CSS

Libraries & Frameworks

- React
- Angular
- Node.js

Professional Skills

- Strategic Problem Solving
- Critical Thinking
- Collaboration
- Writing/Editing
- Multitasking