

# Matthew Manni

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Portfolio: <https://mmanni27.github.io/MattManni.github.io/>

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## Objective

Organized, motivated, and detail-oriented junior data analyst with a wealth of knowledge in a variety of industries. Recently completed the Google Data Analytics Professional Certificate with a strong understanding of several platforms effective for data analyses. Seeking a challenging and career-advancing position as a junior data analyst.

## Skills & Technologies

### Soft Skills

- ♦ Critical Thinking & Problem-Solving
- ♦ Data Analysis, Cleaning & Visualization
- ♦ Business Intelligence & Reporting
- ♦ Communication & Presentation
- ♦ Management
- ♦ Training & Development
- ♦ Process Improvement

### Technical Skills

- ♦ Excel
- ♦ Google Sheets
- ♦ SQL
- ♦ Tableau
- ♦ R
- ♦ HTML
- ♦ ArcGIS

## Education

University of New South Wales – Sydney, NSW, Australia  
**Master of Science & Technology in Spatial Information**

January 2013

University of California, Santa Barbara – Santa Barbara, CA  
**Bachelor of Science in Geological Sciences**

September 2010

## Certifications

**Google Data Analytics Professional Certificate**, Google

November 2023

## Professional Experience

**Wells Fargo, Newport Coast, CA**

**Bank Teller**

April 2022 – April 2023

- ♦ Processed daily client transactions, including deposits, withdrawals, transfers, payments, and cashier's checks.
- ♦ Delivered outstanding customer service while communicating fundamental knowledge of bank products to clients, demonstrating an ability to communicate complex financial data in a clear and accessible manner.
- ♦ Promoted bank products and services, effectively referring customers to suitable business partners, thus contributing to revenue growth and client satisfaction.

**Medical Leave of Absence**

May 2021 – April 2022

**Apex Systems, Los Angeles, CA**

March 2017 – May 2021

**Sr. Delivery Manager**

May 2019 – May 2021

- ♦ Provided leadership, management, training & development to a team of 15+ Technical Recruiters in the L.A. branch.
- ♦ Established streamlined delivery processes for local and regional offices, emphasizing process improvement, candidate pipeline development, recruiter training and active engagement with the contractor community, utilizing data-driven insights for continuous improvement.

- ♦ Evaluated and tracked individual & office goals, using Excel (pivot tables), SQL Server, & business intelligence reports to monitor market progress and ensure exceptional performance in key performance indicators (KPIs) aligned with client needs.
- ♦ Allocated recruiting resources on a daily basis, optimizing support for local and national clients.
- ♦ Effectively prioritized client requests, aligning talent resources with project timelines, and lead daily office meetings to provide data-backed progress summaries on client requirements.
- ♦ Established and enforced internal delivery standards, collaborating closely with Vice Presidents, National Account Directors, and Managing Directors to drive data-informed enhancements to delivery production.

#### ***Technical Recruiter/Team Lead***

March 2017 – May 2019

- ♦ Collaborated with local and national technical consultants to identify contract, contract-to-hire and permanent positions within IT, Business Applications, Telecommunications and Engineering.
- ♦ Identified potential candidates by utilizing Apex's proprietary database, referrals, job boards and advertising.
- ♦ Implemented a comprehensive screening process, including in-person interviews, reference checks and technical tests, to ensure quality candidates to our clients.
- ♦ Functioned as the primary contact for career coaching, resume enhancements, pay rate negotiations, and benefits inquiries for contractors and prospective employees.
- ♦ Collaborated closely with Sales and Management Team, leveraging data insights to understand and address client needs effectively.

#### **1515 Design, Los Angeles, CA**

##### ***Sales Manager (contract)***

Sept. 2016 – Dec. 2016

- ♦ Strategically managed client accounts, utilizing organized daily work schedules to maintain existing relationships, secure orders and cultivate new accounts.
- ♦ Delivered insights on product options and pricing to existing clients, potential leads, and industry dealers to optimize offerings and maximize sales potential.

#### **Southern California Geotechnical, Yorba Linda, CA**

##### ***Staff Geologist***

Sept. 2014 – Feb. 2016

- ♦ Conducted on-site field explorations and analyzed geological conditions, producing detailed field reports for geotechnical projects.
- ♦ Executed precise soil sampling procedures from project sites using boreholes and test pits, ensuring accurate data collection and geotechnical analysis.
- ♦ Orchestrated project coordination with customers and team members, emphasizing timely project completion.
- ♦ Conducted a range of field and lab tests, including infiltration and proctor tests, to determine critical soil properties.

#### **Clean Energy Fuels, Newport Beach, CA**

##### ***Maintenance Planner***

March 2013 – June 2014

- ♦ Oversaw the daily scheduling and work order reviews to streamline station operations.
- ♦ Managed maintenance plans for 400+ natural gas vehicle fueling stations, utilizing data-driven insights to enhance equipment maintenance strategies and resource allocation.
- ♦ Conducted thorough data analysis within computerized maintenance management system (CMMS), resulting in improved equipment maintenance process.
- ♦ Coordinated multifaceted projects encompassing equipment repair, preventative maintenance, inventory record management, and IT-based troubleshooting.