

Matthew R. Manni

Newport Beach, CA 92660, (949) 735-8758, mmanni27@gmail.com

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

Objectives

Transitioning and seeking a full-time role in the field of data analytics; recently completed the Google Data Analytics Professional Certificate. Excellent understanding of platforms for effective data analyses including SQL, Google Sheets, Excel, Tableau, and R. Strong communication, organizational, and analytical skills. Detail-oriented and able to work well as a leader, independently and as part of a team.

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.
- Collaborated with supervisors in daily branch operations, actively participating in risk prevention measures to ensure the security and integrity of financial transactions.

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.
- 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.
- Collaborated closely with client managers and account managers to assess client needs, subsequently working with internal resources to formulate action plans and timelines, supported by data insights, to exceed client expectations.
- Leveraged data analysis techniques to evaluate and track office goals, using business intelligence reports to monitor market progress and ensure exceptional performance in key performance indicators (KPIs) aligned with client needs.
- 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.
- 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.
- Introduced an internal Mentor Program focusing on the development of the recruitment team, both personally and professionally, with an emphasis on assessing its effectiveness and making continuous improvements.

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.
- ♦ Collaborated with clients to assess their specific needs and developed tailored solutions to facilitate seamless sales process, resulting in increased client satisfaction and sales effectiveness.

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.

Skills & Technologies**Skills & Competencies**

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

Tools & Technologies

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