

# MATTHEW M. MARTIN

FORT WORTH, TX • (817) 851-2996 • M.MARTINMATTHEW@GMAIL.COM

Dedicated and driven Management Information Systems major with a minor in Computer Science-Information Assurance, seeking an entry-level position to leverage technical skills and academic knowledge in a dynamic and innovative environment. Committed to utilizing strong analytical and problem-solving abilities to contribute to organizational success.

## OBJECTIVE

To secure an entry-level MIS/Information Assurance position within a forward-thinking organization where I can apply my technical skills, analytical thinking, and problem-solving abilities to contribute to the development and implementation of innovative technology solutions. Eager to learn and grow professionally in a challenging and rewarding environment.

## EDUCATION

### SAM HOUSTON STATE UNIVERSITY

Bachelor of Business Administration in Management Information Systems and Computer Science-Information Assurance  
Expected Graduation: Fall 2025

## PROFESSIONAL EXPERIENCES

### GLENN FOREST CAMPS AND RETREATS (Summer 2024) Camp Counselor

Responsible for ensuring the safety and enjoyment of all participants in zipline and rock wall activities.

#### Primary Responsibilities

- Safety Checks-Conducted thorough safety checks of all equipment, including harnesses, cables, and pulleys before each ride.
- Instructions-Provided clear and concise instructions to participants about the proper use of safety equipment, body positioning, and emergency procedures.
- Supervision-Monitored participants closely during the zip line and rock wall experiences, ensuring all safety guidelines were met and campers enjoyed the activity.
- Emergency Response-Handled emergency situations such as injuries and/or equipment malfunctions.
- Customer Service-Interacted with participants, addressing any concerns or questions.
- Maintenance-Assisted with basic maintenance tasks, such as cleaning equipment and inspecting the zip line and rock wall courses
- Belaying-Acted as a belayer, securing the climber's rope and preventing falls.

#### Key Takeaways/Learnings

- Gained valuable experience working with individuals of varying skill levels and overcoming challenges.
- Successfully assisted campers in overcoming fears and building confidence.
- Developed a strong ability to collaborate with others to achieve common goals.

### UBERITO (August 2022-November 2023) Head Chef

Responsible for overseeing the kitchen operations and ensuring the quality of food preparation.

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## Primary Responsibilities

- Oversaw the preparation of all food items, ensuring quality standards were met and adhered to recipes.
- Trained and supervised junior staff in food preparation techniques.
- Ensured that food was cooked to the correct temperature and served promptly.
- Maintained, cleaned, and organized the kitchen environment.
- Ensured that all health and safety regulations were followed
- Inventoried perishable food items and dry goods.

## Key Takeaways/Learnings

- Developed patience and understanding when working with colleagues.
- Recognized that there were various approaches to completing tasks and that individual styles can contribute to a successful outcome.

## **SHOGUN HIBACHI (April 2021-March 2022)** **Server**

Responsible for providing excellent customer service and ensuring that guests had a positive dining experience.

## Primary Responsibilities

- Accurately notated and recorded food and beverage orders.
- Delivered food and beverages to tables in a timely and efficient manner.
- Regularly checked on guests to ensure their satisfaction and addressed any needs or requests.
- Handled payments and provided accurate change or receipts.
- Kept the dining area and service stations clean and organized.
- Collaborated with other staff members to ensure smooth operations and provide excellent customer service.

## Key Takeaways/Learnings

- Engaged with a diverse range of people and honed the ability to communicate effectively, understood different personalities, and provided excellent service.
- Learned to juggle multiple tasks simultaneously such as taking orders, serving food, and cleaning tables, helping to develop strong time management skills.
- Worked in a fast-paced environment that increased the ability to work in a team.
- Developed attention to detail ensuring that food and beverage orders were accurate and served correctly.
- Developed strong multi-tasking skills.

## **SOCIAL CLUBS/OTHER INTERESTS**

### Social Club

- Member of
  - Kappa Sigma Fraternity (2019)
  - Lambda Phi Chapter, Huntsville, TX

### Social Activities/Interest

- Hunting
- Fishing
- Traveling
- History
- Robotics