

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