MATTHEW WILKINS

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EDUCATION

B.S.- Information Technology Major, Curry College, Milton, MA
Expected Graduation: December 2022
Current GPA: 3.49
Dean's List for 3 Years for a Total of 6 Semesters

High School Diploma, Orono High School, Orono, MN   Graduated June 2017
Scholarship recipient from Orono Education Foundation

EXPERIENCE

Tree Trust, Minneapolis, MN   Summer 2014-Summer 2016, Summer 2018
Youth Conservation Corps Crew Member, Summer
- Increased park accessibility by building a ramp to the dock, repairing a brick staircase that leads to a trail, and also built a patio for a community fire pit
- Improved aesthetic quality of park spaces by building and painting benches and removing old staircase and replacing with newly built timber staircase
- Developed construction skills including accurate measurement, installation techniques, and digging and leveling.

Tree Trust, St. Paul, MN   June 2019 to July 2020
Young Adult Conservation Corps Member
- Maintained commercial and residential properties throughout the Twin Cities Metro to meet CPED (Community Planning and Economic Development) and Hennepin County Rail Authorities contract standards.
- Operated a Residential Mower and both a 36" and 48" Toro Mower
- Paid specific attention to detail by using both a leaf blower and a weed whip to complete property maintenance projects.
- Beautified outdoor spaces to improve the community and urban greenspaces.
- Repaired a staircase at Westwood Hills Park in Minneapolis.
- Participated in bi-weekly employment readiness training in the following areas: interviewing, resumes, cover letters, making a good voicemail, giving and receiving feedback, career assessment, and goal setting.

Papa Murphy's, Chanhassen, MN   September 2015 to August 2021
Crew Member, Part time
- Worked all counter stations to assemble pizzas
- Created all products following proper portion charts and prescribed procedures within performance standard times
- Interacted with customers as appropriate including assisting with transporting orders to vehicles
- Performed restocking function and cleanup upon request

SKILLS

Applications: MS Excel, Word, PowerPoint, MS Project, Open Source Project, Access, SQL, Python, Java, Eclipse, Adobe Illustrator, Adobe Photoshop, HTML 5, Scribbler S3 Robot and Software, Autopsy, WinHex, OSForensics and Visual Studio

Coursework: Intro Information Technology, Foundations of Hardware, Database Concepts, HTML and Design, Intro Computer Science, Computer Forensics, Fundamentals of Programming, Project Management, Structured Programming, Networking, Object-Oriented Programming, Operating Systems and Information Technology Security