

Matt Zigelstein

matt.zigelstein@yahoo.ca



ASPIRING PROJECT MANAGER

BComm.

PROFESSIONAL BACKGROUND EXPERIENCE

Farm Boy (2019-2020)

Customer Service Rep.

- Increased customer satisfaction in high paced kitchen environment
- Improved employee productivity through collaboration

401 Games (2017-2018)

Events Coordinator

- Created and managed tournaments and events for players
- Increased website traffic and content with daily maintenance of calendar changes

Ministry of Finance (2017)

IT Systems Assistant

- Assisted in matters involving payment card information for every ministry of Ontario
- Managed and coordinated projects within PCI coordination office

EDUCATION

Durham College, 2021

Grad. Cert. Project Management

Ryerson University, 2020

Business Tech. Management

ABOUT ME

CAREER GOAL:

To attain full-time employment in a challenging position that will allow me to showcase my competency in Project Management and Business IT Management with the ultimate goal of receiving my PMP certification.

KEY SKILLS:

Leadership	Collaboration	Scheduling	Business Systems
Databases	Cost Management	Scope Management	

INDUSTRIES I'VE WORKED IN

Finance • Retail • Events • Food Service

ACHIEVEMENTS/VOLUNTEER EXPERIENCE

OPMC 2021

Ontario Project Management Competition - First Place Recipient

VP - AEPI Ryerson

Sole organizer of events for chapter for upwards of 30 members

VP - UNICEF Ryerson

Managed communications on social media and within Ryerson faculty

INTERPERSONAL SKILLS

★★★★★	Leadership
★★★★★	Communication
★★★★★	Collaboration