

# MATTHEW WADE

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## EDUCATION

### Saint Louis University

2007–11

- B.A. *magna cum laude*, Mathematics.
- Minors in Computer Science and Philosophy.
- Recipient of 2011 Garneau Math Award.

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## WORK EXPERIENCE

### CDS (Consolidated Data Services)

2011–15

(Merged from MIS department at **FleishmanHillard** in 2014)

#### *Lead Technical Specialist*

- Brought on as an intern to *FleishmanHillard's* corporate MIS Help Desk in 2011 and rose to *Lead Technical Specialist* in three years.
- Mentored and managed interns, two of which were hired to full-time positions.
- Managed the daily operations of the Help Desk to ensure a consistent and high level of customer service was delivered from the team.
- Designed and created several web pages for employees with a focus on ease of use and automation.
- Programmed numerous utilities and automated tasks for IT staff, providing solutions which greatly improved efficiency.
- Accompanied and lead several office relocations, racking and completing all cable management for the network equipment.

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## NOTABLE PROJECTS

- *MIS Support page*, a SharePoint 2010 intranet site serving as a central hub for all things IT. Completely redesigned to allow for easier updates and a better user experience.
- *Online Bring Your Own Device (BYOD)*, a website to allow users to receive corporate email on their mobile devices. This improved upon a paper form requiring signatures that took days to process and now stores all approvals electronically, can be completed in minutes, and enables all necessary account attributes automatically.
- *MIS Tour*, an interactive orientation that educates new employees on the MIS department and their various offerings. Includes support for office managers to insert custom content specific to their local office.
- *Online Notifications*, a dynamic web application used for publishing downloads for various agencies, filterable by office and user-agent strings.
- *Help Desk Dashboard*, a site built on the Foundation framework to publish recent service calls for our staff. Adhering to internal brand guidelines, this dashboard was displayed on a large television in the central location for the Help Desk staff.
- *Active Directory Web Service*, a RESTful web service API that queries Active Directory (AD) on numerous unique user filters and displays various AD attributes for that user.
- *Unified Wipe Disk Utility*, a command line utility allowing staff to erase encrypted hard drives in minutes.
- *RoboArchive*, a robust tool that incorporates Disk Shadow for IT staff to backup user data while the user is logged on.

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## PROGRAMMING EXPERIENCE

- Client Side / Front End:
  - *HTML, CSS, JavaScript, and jQuery.*
- Server Side / Back End:
  - *C#, SharePoint 2010.*
- Command-Line Shell:
  - *Batch, Powershell.*
- Other experience:
  - *SQL, Bash, Git, AppleScript, PHP, ActionScript, Java, C++.*

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**OTHER WORK EXPERIENCE**

## **Saint Louis University**

**2008**

### *Mathematics Tutor*

- Provided students with instructional assistance in multiple math disciplines, including Algebra, Geometry, Trigonometry, Statistics, and Calculus.
- Explained concepts and ideas effectively with visible test and class grade improvements.

## **Freelance Web and Game Developer**

**2007–Present**

### *Scripting and Creative Lead*

- Created a variety of websites for paid jobs as well as volunteer work which required the use of PHP, HTML, Flash, jQuery, and MySQL.
- Organized and maintained a schedule that was tailored to each individual client.
- Designed and produced original games sold to online gaming websites.