

# Matthew Mittelsted

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## Executive Summary

- Intelligent, motivated, and focused. Possesses an excellent attention to detail and a desire to continually learn and grow as a person. Extremely eager to break into the world of programming.

## Experience

### **ACCOUNT REPRESENTATIVE | SMASH INNOVATIONS/VIP CONSULTING SERVICE | MARCH 2019 - CURRENT**

*Smash Innovations is a tech company developing a state of the art, AI driven, CRM. Their sister company, VIP Consulting Service is a business consulting firm specializing in crypto assets and trading.*

- Handled a variety of tasks including directly assisting the CEO.
- Managed over 40 separate accounts and provided incredibly attentive customer service.

### **PROJECT MANAGER | BOA CONSTRUCTORS, LLC | AUGUST 8<sup>TH</sup>, 2016 – JANUARY 1<sup>ST</sup>, 2019**

*Founded in 2015, Boa Constructors is an up and coming construction company. With a small number of in house employees, Boa Constructors relies heavily on close working relationships with a variety of sub-contractors. Boa Constructors have completed a variety of both commercial as well as residential projects.*

- Handled all aspects of project management including, but not limited to initial customer contact, project sales, estimating, scheduling, coordinating with subcontractors, ordering supplies, jobsite supervision, issuing change orders and financial analysis.
- Generated approximately \$90,000 profit for the company from January 2017 through October of 2018 through efficient estimating and project management.
- Conducted financial analysis that resulted in more efficient bidding as well as error correction which has translated to increased companywide profits.

### **LEAD RESEARCH ANALYST | THOREACT, LLC | AUGUST 2015 – AUGUST 2016**

*Thoreact is a nuclear research and development company attempting to provide the American people with limitless clean energy via Thorium Nuclear Reactor technology.*

- Provided company board members necessary research and information to make various business decisions. Attended meetings and recorded minutes. Managed board member schedule and organized a variety of meetings. Provided board members with thoughtful insight to assist in decision making. Applied for several grants. Managed a team of two other Research Analysts in the office.

### **SALES ASSOCIATE | RED NOLAND INFINITI/LINDNER CHEVROLET | APRIL 2013 – NOVEMBER 2013**

*Red Noland is new and used automobile dealership located in Colorado Springs, CO that sells new Infiniti, Jaguar, Cadillac, and Land Rover vehicles. Lindner Chevrolet is a new and used automobile dealership located in Canon City, CO that sells new Chevrolet vehicles.*

- Assisted customers in making informed purchases of high-end luxury vehicles. Consistently delivered impressive sales figures.

## **Education**

### **IN PROGRESS | SALT LAKE COMMUNITY COLLEGE**

- Major: Computer Science and Information Technology
- GPA: 3.84

## **Skills & Abilities**

### **TECHNICAL SKILLS**

- Programming and web-development skills including a strong understanding of HTML, CSS, and JavaScript. Additional skills include PHP, Node.js, React, MongoDB, and SQL. All free time is spent advancing these skills.
- Proficient in Microsoft Office Suite including Access, general understanding of QuickBooks software and BuilderTrend project management software.

### **MANAGEMENT**

- Three years of management experience coupled with high level reasoning skills that could translate to any field or position.

### **SALES**

- Experience in door to door sales as a young man followed by multiple stints as a car salesman laid the groundwork for a solid foundation of sales skills. Multiple years as a project manager, selling the company and our product to both residential and commercial customers, has served to build upon that foundation.

### **COMMUNICATION**

- Confident, intelligent, and articulate. These factors contribute to effective communication skills, both one-on-one as well as in a presentation setting.

### **TEAMWORK**

- Having worked as a part of a team in both professional settings as well as personal, teamwork is second nature.

### **LEADERSHIP**

- In addition to management skills, basic leadership skills were developed during my time participating in high school sports where I played football and was named team captain of the basketball team. These skills have only grown and evolved with time and experience. I understand how to effectively motivate people, as well as where and how to apply personnel to maximize individual utility and team efficiency.

## **Certifications and Licenses**

### **TESTOUT NETWORK PRO CERTIFICATION**