

Matthew A. Coppinger

209 Delancy st locust, NC 28097 - matt.kaizen@gmail.com - (618)-641-1556

EDUCATION:

Earthship Biotecture Academy- November 2017

Eco-Construction School of Taos, New Mexico

Southwestern Illinois College- 1 Year total general studies

Belleville Township High School East - Graduated 2009

WORK HISTORY:

Boxhill&Co LLC Worked Remotely in Puerto Rico- Product Uploader- September 2019 - March 2020

- Uploaded products to online store, ensuring highest quality pictures and descriptions
- Maintained organization of up to 2,000 products using excel sheets.
- Effectively communicated with prospective and new vendors or supervisors by phone and email.
- Utilized different marketing tools such as Hubspot, Klaviyo, and Pinterest to generate customer leads, with over \$45,000 in sales as a direct result of these marketing tools in the first 90 days of my service.

TainaSoy Apiario and TainaMia Earthship Aguada, Puerto Rico- Volunteer and eco-construction engineer February 2018 – March 2020

- Involved in collaboration towards 501-C3 non-profit certification status
 - Contribute to organizing events on-site and preparing materials
 - Physical labor tasks and engineering various systems such as water catchment and filtration
- Earthship plumbing, concrete mixing, plastering, solar panel electrical systems, foundation construction, Gardening, and sustainable waste removal methods.

Agua Y Lluvia Aguadilla, Puerto Rico Water-Harvesting and Filtration Specialist
February 2018 – Sept 2018

- Responsible for installing and maintaining cisterns, water filtration systems, small solar panels and other miscellaneous commercial and household plumbing
- Worked closely with clients to design systems to meet their individual needs

Mastermind Room Escape St. Louis, MO Escape Master and hourly manager
May 2016– Jan 2018

- Facilitated and maintained elaborate puzzles and mechanisms for customer entertainment
- Filmed and edited short videos for use in the rooms and for the business to use as marketing, which greatly helped generate repeat guest visits

Precision Millwork Belleville IL Edge-Banding Machinist/Cabinet Assembler June 2015 – May 2016

- In addition to working on the cabinet assembly line, was given the responsibility to use the edge-banding machine to adhere material to the cabinet's edge; maintained facility cleanliness; lifted up to 75 pounds; collaborated with management and coworkers on projects.

Fight Sports Miami, FL Seasonal Program Manager January 2015 – May 2015

- Maintained sales and profitability for Fight Sports Academy 📊 Organized and created a filing system for merchandise, memberships, and client information 📁 Increased sales by approximately by 33% per month

RELEVANT SKILLS Microsoft PowerPoint, Excel, Word; Adobe PhotoShop; Windows MovieMaker; iMovie; Adobe Premiere Pro; Videography; Outlook; Google

PERSONAL Self-motivated, passionate about sustainability, and dedicated. Excellent written and verbal communication skills, goal-oriented, strong attention to detail, time-management and organizational skills, flexible under stress.