

Walter Mattingly, M.Div.

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Summary

Web developer with a strong background in non-profit management including staff supervision, database administration, IT support, web site maintenance, contract compliance and financial analysis. Proficient in HTML5, CSS, JavaScript, Node, React, MongoDB and MySQL. Strong attention to detail in documentation as well as code.

Education

January 2016 – July 2016 **Rutgers University Coding Bootcamp**, New Brunswick, NJ

1988 - 1993 **Rutgers University**, New Brunswick, NJ

Bachelor of Arts, Philosophy -- *Dean's list Spring 1993*

1993 - 1996 **Claremont School of Theology**, Claremont, CA

Master of Divinity

Relevant

Employment

Partnerships for People, Inc., Florham Park, NJ

History

Assistant Executive Director (August, 2013 – October 2015)

Director of Operations (March, 2012 - August, 2013)

Director of Information Management and Corporate Compliance
(August, 2008 - March 2012)

- HTML editing of agency web page (Bootstrap, HTML5, CSS).

- Maintained and was primary administrator for Microsoft Server based network with approximately 30 users.

- Supervision of finance team, monthly and quarterly reports using Abila MIP Fund Accounting Software, automation of repetitive tasks such as entry of payroll data into accounting software using Microsoft VBScript, directly interacting with a Microsoft SQL database.

- Revised and designed Excel spreadsheets of roughly \$3 million budget document (Annex B) and filed record of expenditure reports to state of NJ.

- Maintained database of Unusual Incident Reports (UIRs), performing statistical analysis of trends, and creating graphical representations of data in charts and tables for quality control and state of NJ oversight.

United Cerebral Palsy of Northern, Central and Southern New Jersey, Inc., Chester, NJ

Director of Respite Services (April, 2007 – September, 2007)

- Developed schedules and budget of respite program in MS Excel in compliance with contracts from the State Division of Developmental Disabilities.

Allies, Inc. Hamilton, NJ

Administrative and Unusual Incident Report (UIR) Coordinator (February, 2005 – February, 2006)

- Administered database of UIRs in Microsoft Access.

- Statistical analysis of data collected from Unusual Incident Reports using Microsoft Excel.