

# MATTHEW LOWE

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## Profile

Having completed my degree, I am looking to move into a Cyber Security or Development career path.

I **qualified to complete my degree in Australia** through a study abroad program with Monash. In order to do so I had to meet a minimum requirement of 60% and not have failed a unit in the first two years of my degree. Doing this gave me the opportunity to study units, I would not have been able to do so if I stayed at Monash South Africa.

**Leadership and project management**– I have taken on a leadership role in a number of group projects throughout university and was the Project Manager for our final year Industry Experience project. This has taught me the importance of accountability and responsibility.

**Problem solving** – I believe that this a strength and one that lends itself to the types of roles that I am considering. I have the ability to be resourceful when needing to find solutions.

**Tenacity** – I don't give up. I honestly have a mindset of getting things done.

**Continuous learning** - Over and above my current work, I have done a number of self study online courses through Udemy. This ongoing personal development is key to staying relevant in the market and to add value to any employer.

## Qualifications

Qualification	Institution	Date
MS-100	Microsoft	July 2020
Bachelor of Computer Science	Monash University	2019
Matric	Northcliff High School	2016

Online self learning courses, including:

- Complete python bootcamp
- Linux for beginners
- Linux for security
- The complete NMAP ethical hacking course
- Security+ through Cybrary (for which I am still looking to take the exam)

LinkedIn Learning Courses Completed	
Power BI Essential	Windows 10 Security
Ethical Hacking: Malware analysis	Windows 10 Administration
Cybersecurity Foundations	Windows 10 Networking
Incident Response Planning	Office 365 for Administration
Teamwork Foundations (2015)	Conflict Resolution Foundations
Writing Customer Service Emails	Creating a Positive Customer Experience
De-Escalating Intense Situations	Getting Things Done
Communication Foundations	Phone-Based Customer Service

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Innovative Customer Service Techniques	Help Desk Handbook for End Users: PC Basics, Hardware, Operating Systems, and Applications
Building Your Technology Skills	Learning PC Maintenance and Performance
Achieving Your Goals	

LinkedIn Learning Courses in Progress	
Become a Data Scientist (Learning Path)	Become a CompTIA Security+ Certified Security Professional
Data Science Foundations: Fundamentals	Azure Administration Essential Training
Azure Essential Training for Developers	Microsoft Azure: Security Concepts
Programming Foundations: Web Security	Learning Django (2018)

## Technical Skills

Key: 1 beginner – 5 expert.

Skills matrix			
Programming languages		Web frameworks	
Java	2	Django	1
Delphi	2	CakePHP	2
Python	3		
C	2	Data analytics	
C++	1	R	1
PHP	1	Power BI	1
Powershell	3	Excel	2
Version control		Project management	
Git	2	MS Project	2
		Trello	3
Operating systems			
Windows	3	Databases	
Linux	2	Oracle	1
		MySQL	3
Security/Forensics		SQLite	1
Kali	2		
Metasploit	1	Testing	
FTK Imager	2	Python	2
		Jira	1

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## Career Summary

Company	Title	Date
JEC Technologies	Intern	March 2020 to date
MyPhysio (IE Project)	Project Manager	March 2019 to November 2019
Self employed	Tutor	2016 to 2018
Cliffview Primary Aftercare	Assistant	January 2017 to December 2018
Promotional Staff Solutions	Promoter	April 2017 to March 2018
Marketing 2 The Max	Promoter	January 2017

## Career Details

### JEC Technologies as an Intern

#### March 2020 to current

- Manage call on IT Service Desk
- Follow up calls
- Ticket creation, assignment and closure
- Documentation
- Daily server monitoring and backups
- Automation scripting and development for special projects
- Assist with project management of offshore developers

See projects worked below

### Project Manager

**Client: MyPhysio (Industry experience project)**

**March 2019 to November 2019**

#### Overview

The group was tasked with **developing a website with a backend database and a front end**. It also provided **content management functionality** for the administrator as well as the ability to track system usage. We had to follow the full SDLC. The website was created to be an athlete management system where the main goal was to track performance and injuries. With three main types of users including:

- Player
- Coach
- Administrator

The player function was to track their performance and injuries.

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The coach was able to create teams and add players via email. They were then able to track which players in their teams are injured or ACWR (acute chronic workload ratio) was too high.

## Responsibilities:

- Client requirements elicitation and documentation
- Responsible for some of the **development and manual testing** tasks (front and back end).
- **Project Management** including task allocation to team and review of Trello board
- Problem solving code errors
- **Stakeholder management** (feedback and engagement with clients through iterations)
- Compile project documentation
- Prepare and present iteration presentations to university and client
- Demo site to client and obtain project sign off

## Technologies used

- MySQL
- Trello
- PHP
- CakePHP framework
- HTML and CSS

## Self employed as a Tutor

### 2016 to 2018

- Tutor Math and Business Studies
- Prepare for lessons (review work, print extra work sheets)
- Record time at client
- Invoice clients

## Cliffview Primary Aftercare as an Aftercare Assistant

### January 2017 to December 2018

- Supervise and assist with homework
- Lunch duty
- Register duty
- General play supervision
- Supervise swimming activity

## Promotional Staff Solutions as a Promotor

### January 2017 to March 2018

- Stock and display analysis.
- Discussion with store managers and queries about stock.
- Placement of stickers, flyers and products as required.
- Take pictures of products in display.
- Draft and submit reports.

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## **Marketing 2 the Max as a Promotor**

**January 2017**

- Flyer promotion for Hi-Fi Corporation Woodmead

**October 2017**

### **Lenovo Telephone Campaign**

- Called provided list of people to advise of update to event information
- Note nonattendance and any change of details
- Note incorrect contact details where applicable

## **JEC Technologies Projects**

### **Project 1:**

- PowerShell script to SFTP Covid results from a server to two locations by using Task Scheduler
- Testing
- Liaise with client

### **Project 2 (internal):**

- Python and PowerShell script integration in order to total the Azure billing and convert to ZAR for each of the customers from the Microsoft Partner Center.
- Testing

### **Project 3 (internal):**

- Script to update the contacts linked to a machine using PowerShell and ConnectWise Automate
- Testing

### **Project 4 (internal):**

- Power Apps and Power Automate to automatically create users for a tenant
- Testing