# Xavier Matos

516-210-5172 | [XavierAMatos@outlook.com](mailto:XavierAMatos@outlook.com) | https://xaviermatos.github.io/ | https://www.linkedin.com/in/xavier-m-5a5311125/

## Education

**University at Albany** | *Master of Science* | Major: Information Science, Concentration: Information Management and Technology | GPA: 3.88 | ***Senior Project:*** Developed a Web Design Pathfinder for career guidance across all skill levels.

**University at Albany** | *Bachelor of Science* | Major: *Informatics*, Concentration: User Interface and User Experience (UI/UX), Minors: Computer Science and Business | GPA: 3.45 | Cum Laude | Recipient of the Spellman Academic Achievement Award | ***Senior Projects:*** Animated beach scene using SVG and developed a video game with Construct 3.

## Technical Skills

***(Front End Programming):*** HTML, CSS, JavaScript, jQuery, XML, TypeScript, React, Angular, Vue.js, Vite, and Sass
***(Back End Programming):*** Node.js, Java, SQL, PHP, Laravel, Google App Script, APIs, and Object-Oriented Programming
**UI/UX Design:** Figma, Bootstrap, WordPress, Content Management Systems (CMS), Adobe Photoshop, Illustrator, Dreamweaver, and XD
**Office Productivity:** Microsoft 365, Power Bi, Excel, Word, PowerPoint, Smartsheet, Google Workspace, Problem Solving Skills, DocuSign, Nontechnical Writing Skills, Project Management Software, Project Mapping, Lucidchart
**Languages**: Fluent proficiency in English, and Intermediate proficiency in Spanish

## Experience

### New York City Public Schools
***Project Manager Supervisor – UI/UX and Data***, New York, NY | May 2025 - Present
- Facilitate daily Scrum meetings to align team efforts, track project progress, and identify roadblocks. requiring support.
- Utilize Power BI to create dashboards for multiple clients overseeing $100K+ in multiple projects, improving data access and reporting speed by an estimated 5x over prior methods.
- Mapped complex, company-impacting projects using Lucidchart to visualize dependencies, workflows, and cross-team coordination.
- Working on an NDA enterprise-scale initiative to modernize a billion-dollar organization's infrastructure and elevate it to "next-generation" capabilities.
- Mapped complex, company-impacting projects using Lucidchart to visualize dependencies, workflows, and cross-team coordination.
- Working on an NDA enterprise-scale initiative to modernize a billion-dollar organization's infrastructure and elevate it to "next-generation" capabilities.
- Built comprehensive process maps using Lucidchart and Axure RP to document workflows, enhance visibility, and streamline project execution.
- Authored thorough BRDs across multiple initiatives, documenting end-to-end process flows to facilitate clear alignment and smooth execution among stakeholders, product owners, and development teams.

***Junior Project Manager Supervisor – UI/UX and Data***, New York, NY | November 2023 – May 2025
- Collaborated in a team to convert multiple physical paper processes to digital, increasing document processing speed by an estimated 30x and saving the company $10K+ quarterly through the digital transformation of tens of thousands of documents per year.
- Worked closely with stakeholders to ensure the project met their requirements and needs, facilitating seamless transition and maximizing operation efficiency.
- Utilized Power BI to organize and present data effectively, enhancing user experience with a focus on UI/UX principles.
- Supervise personnel and assign projects tailored to the work criteria of a direct report.
- Effectively managing multiple projects and data using Smartsheet and Excel, while enhancing User Experience and User Interface for various websites (using HTML, CSS, and JavaScript) and forms across multiple projects.

*Freelance*
**Software Developer**, New York, NY | May 2022 – November 2023
- Achieved Upwork's "Rising Talent" status, granted to less than 5% of freelancers, reflecting exceptional qualifications both within and outside the platform.
- Developed an NDA Google Drive-like web app with associated icons for teachers and children, using PHP, Laravel, HTML, JavaScript, CSS, Node.js, Vue.js, React, Figma, Vite, and hosted on DigitalOcean.

## WCDB Albany

*Front End Developer*, Albany, NY | July 2021 – December 2021
- Utilized Adobe XD to design prototype pages for the new WCDB Albany website, subsequently transforming the prototype into a functional website alongside a team of developers using HTML, CSS, and JavaScript.

## University at Albany

*Intern*, Albany, NY | August 2020 – December 2020
- Discovered virtual solutions to teaching Python, drone racing, makerspaces, meetings, and eSports, while acquiring professional soft skills through the Emergency Preparedness, Homeland Security, and Cybersecurity (CEHC) program.

## AT&T

*Extern*, New York, NY | July 2020 – August 2020
- Completed AT&T's externship certificate program, covering human resources, finance, advertising, media, technology, communication, and leadership training.

## Compass

*Web Developer*, New York, NY | July 2019 – August 2019
- Led and managed a team of developers to create a website for a real estate agent team, employing WordPress, HTML, CSS, JavaScript, jQuery, and Bootstrap.

## Alley

*Software Developer Intern*, New York, NY | July 2017 – August 2017
- Engaged in client projects creating websites in a professional environment with HTML, CSS, JavaScript, jQuery, and Sass.

## Code Nation

*Software Developer Intern*, New York, NY | July 2016 – August 2016
- Collaborated with a Google Employee to develop a Google Sheets add-on, streamlining contact and spreadsheet organization for New York City Public Schools.
- Developed websites using WordPress, HTML, CSS, JavaScript, and jQuery.

## Certifications and Awards

Web Communication Certification: Adobe Dreamweaver, Google Sponsored Hackathon: 1st place winner, FIRST Robotics Competition: Regional Champion, Order of the Sword & Shield National Honor Society Inductee, Scored 100 on the New York State Information Technology Specialist 1 & 2 Exams, Scored 88 on the Computer Systems Manager Civil Service Exam