

# Xavier Matos

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## 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: 1<sup>st</sup> 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