

Matthew Parkinson

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Personal Profile

Diligently working various positions from the age of 16, I am highly motivated, responsible, enthusiastic, and always seeking to learn. Having a technically inclined mind and an analytic orientation allows me to dissect and solve problems in a systematic and effective manner. The world-class instruction and coursework that I have completed at FSU has given me a great base of knowledge and applicable skills to begin my career in a management or IT role. My skills in leadership, teamwork, communication, and a real-world education will be an asset to my employer.

Education

Florida State University | May 2018 – May 2019 (Graduation)

- Masters of Business Administration Candidate
- Graduate Assistant

Florida State University | Aug 2015 - May 2018

- Major: Management of Information Systems
- Minor: Business Analytics
- 3.6 GPA
- Graduated in 2.5 years

Experience

Florida State University | May 2018 - Present

Tallahassee, Florida Role: Graduate Assistant to Assoc. Dean

- Assisting with design and creation of College of Business Data Warehouse.
- Aiding with the development of an internal reporting, analytic, and dashboard system.

Infinity Behavioral Health Services | March 2018 - Present

Fort Lauderdale, Florida Role: Business Analyst (Remote)

- Responsible for all routine monthly and ad-hoc reports required by over 175 clients.
- Developed WinAutomate script to run 20+ individual EOM reports.
- Update and maintain Data Warehouse of over 2.3 million records.
- Analyze Data Warehouse to find new insights and trends.
- Prepare Board of Directors monthly financial presentation.

Infinity Behavioral Health Services | 2017 Summer (Internship)

Fort Lauderdale, Florida Role: Business Intelligence Intern

- Designed and developed a process to automatically acquire contact information of potential clients using a government database API.
- Used visualization software to compose maps of potential areas for current and potential client growth and expansion.
- Used visualization software to create quality control and KPI reports.
- Assisted in database management, including: extraction, transformation, loading, normalization, and system maintenance.

Blue Moon Outdoor Center | May 2013 – Aug. 2015

Miami Beach, Florida Role: Shift Manager/Tour Guide

- Delegate tasks and oversee day to day operations.
- Watersport/Mountain Bike Instructor and Tour Guide

Abilities

- Windows/Mac OS/Linux skilled
- Microsoft Office Suite Proficient
- Excellent written and verbal communication
- Technology, Internet, Network skilled
- SQL – database design and language capable
- Tableau Visualization Software experienced
- Alteryx Self-Service Data Analytics experienced
- C++ and R language knowledgeable
- Adobe Photoshop and Dreamweaver Certified
- Built business websites with WordPress/Wix

Achievements

- **Graduated Cum Laude**
Florida State University
- **Dean's or President's List** – 6 of 7 Semesters
Florida State University College of Business
- **Phi Eta Sigma Honor Society** – 2016-2018
Florida State University Chapter
- **AP Scholar/Scholar with Distinction** – '14/'15
Mourning Sr. High
- **National Honors Society Member** – 2013
Mourning Sr. High

References

Will gladly furnish professional references on request.