

MATT THOMAS

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Summary

- One year experience in Project Management
- Master's degree in Information Systems Management and BS in Information Systems
- Recognized by management for hard work and problem-solving ability

Work Experience

Project Coordinator & Software Admin **April 2006 to Present**
Enterprise Project Management, Brigham Young University *Provo, Utah*

- Provide technical and strategic support for an enterprise of 1,000 employees
- Configure, design, and support an enterprise project management application
- Reinforce organizational goals and best practices by implementing rules-based configurations
- Improve project delivery by giving project managers the necessary tools and information
- Work closely with managing director of PMO who was awarded "Best IT Governance Structure"

Lead Teaching Assistant **April 2004 to April 2006**
Marriott School Information Systems Course, Brigham Young University *Provo, Utah*

- Assisted students with coursework and technical concepts for information systems course
- Organized and managed schedule and assignments for 4 other TAs

Internship **MAY 2005 TO AUGUST 2005**
KPMG LLP *Costa Mesa, California*

- Performed system auditing procedures for KPMG clients regarding Sarbanes-Oxley compliance
- Documented and archived interviews with individuals regarding IT audit

Product Manager Assistant **January 2004 to April 2004**
Office of Information Technology, Brigham Young University *Provo, Utah*

- Responsible for gathering system and functional requirements for new applications
- Documented system features and capabilities for in-house development of applications

Education

MASTER OF INFORMATION SYSTEMS MANAGEMENT **APRIL 2007**
Marriott School of Management, Brigham Young University *Provo, Utah*
Overall GPA: 3.6

B.S. IN INFORMATION SYSTEMS **APRIL 2006**
Marriott School of Management, Brigham Young University *Provo, Utah*

Skills and Interests

PLATFORMS: Windows 95/98/NT/2000/XP/2003, Mac OS X
NETWORKING: TCP/IP, Ethernet, VPN, Active Directory Management, Network Security
LANGUAGES: Java, JavaScript, PHP, UML, SQL, HTML, XML
TOOLS: MS Project, Visio, MS Office, Photoshop
CERT./AWARDS: Network+ Certified, Eagle Scout
INTERESTS: Ran a half marathon, played golf on high school team

Volunteer Experience

Vice President of Activities for BYU's Association for Systems Management **2004**

- Planned and organized activities for over 125 club members, sponsors, and recruiters
- Delegated responsibilities and assignments among club members

Church Representative in Harrisburg, Pennsylvania **2000 2002**

- Provided community service and performed proselytizing efforts
- Developed skills including leadership, public speaking, interpersonal communication, and networking