

MATT GUTKIN

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PROFILE

Technically savvy and driven student majoring in computer science with a passion for technology and all of its intricacies.

Resourceful self-starter with diverse experience that includes enterprise management, web development, and end user technical support

EXPERIENCE

JUNIOR IT ADMINISTRATOR

King's Food Markets (May 2019 - Present)

Parsippany, NJ

- Accountable for securing, maintaining, optimizing and troubleshooting networks, and providing technical support and advice to system users
- Monitored and enforced compliance by responding to security concerns and alerts
- Set up/administrated the server's login for users and backup scripts to ensure compliance with company policies
- Traveled to various site locations to update systems and replace networking equipment

INDIVIDUAL/SOLE PROPRIETOR

(2015 - Present)

Remote

- Self-Started freelance work for web development and website maintenance for clients
- Maintains client relations by scheduling monthly phone calls
- Responds to client requests for website maintenance or changes as needed, on an ongoing basis.

OFFICE ASSISTANT

South Ave Enterprises (July 2016 - December 2019)

Plainfield, NJ

- Responsible for all website development and company network infrastructure
- Maintained enterprise systems such as replace broken hardware, update software, and install security patches

EDUCATION

BS, COMPUTER SCIENCE

University of Pittsburgh (August 2019 - May 2023)

Pittsburgh, PA

RELEVANT COURSEWORK:

- Intermediate Programming in Java
- Data Structures

HIGH SCHOOL

Millburn High School (September 2015 - June 2019)

Millburn, NJ

Participated in relevant coursework such as Computer Science 1: VB .NET, Computer Science 2 and AP: JAVA, Computer Science 4: JAVA & CSS/PHP/HTML