

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 and Project Management Software

Languages: Fluent proficiency in English, and Intermediate proficiency in Spanish

Experience

Junior Project Manager – UI/UX and Data at New York City Public Schools, New York, NY | November 2023 – Present

- Collaborated in a team to convert multiple physical paper processes to digital, increasing document processing speed by over 30 times and saving the company over \$500,000 annually 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 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 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.

Front End Developer at WCDB Albany, 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.

Intern at University at Albany, 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.

Extern at AT&T, 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.

Web Developer at Compass, 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.

Software Developer Intern at Alley, New York, NY | July 2017 – August 2017

- Engaged in client projects creating websites in a professional environment with HTML, CSS, JavaScript, jQuery, and Sass.

Software Developer Intern at Code Nation, 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