Xavier Matos

516-210-5172 | XavierAMatos@outlook.com | https://xaviermatos.github.io/ | https://www.linkedin.com/in/xavier-m-5a5311125/

Technical Skills

AI & Data Systems: Agentic AI Development, Prompt Engineering, AI Project Management, Power BI, Python.
UX/UI Design & Strategy: Figma, Axure RP, Lucidchart, Adobe Creative Suite (XD, Photoshop, Premiere Pro, Illustrator), Responsive Design, Wireframing, UX Research.
Engineering: HTML5, CSS3/Sass, JavaScript (React, Vue.js, Angular, Node.js), TypeScript, PHP, Laravel, Google Apps Script.
Management: Agile/Scrum Facilitation, Microsoft 365, Technical Writing, Process Mapping, Stakeholder Management.

Experience

New York City Public Schools
***Technical Project Management Lead | AI & Data Systems | UX Architect,* New York, NY | May 2025 - Present**
- **Agentic AI Infrastructure:** Directing an enterprise initiative to modernize a **billion-dollar** infrastructure; architecting Agentic AI workflows for autonomous task execution and system-wide interoperability.
- **Agile Governance & Facilitation:** Facilitate daily **Scrum meetings** and sprint planning, utilizing AI project management tools to resolve technical bottlenecks and ensure seamless cross-team coordination.
- **Data Architecture & UX:** Engineered **Power BI dashboards** for a $100K+ portfolio, utilizing prompt-engineered data modeling to increase reporting velocity by **5x**.
- **Advanced Prompt Engineering:** Developed standardized **system prompts and multi-shot templates** to automate the generation of technical documentation and high-fidelity Business Required Documents (BRD).

***Associate Technical Project Management Lead | AI & Data Systems,* New York, NY | November 2023 – May 2025**
- **Digital Transformation:** Led team to digitize legacy processes, increasing speed **30x** via automated Optical Character Recognition (OCR) and **prompt**-based classification for unstructured data.
- **Prompt Engineering & System Design:** Engineered complex **prompt chains** to automate stakeholder reporting and ensure high-fidelity outputs from integrated LLMs.
- **Personnel Leadership:** Collaborated in **personnel oversight**, delegating specialized tasks to team members and training direct reports on **AI prompting best practices**.

WCDB Albany *Front End Developer*, Albany, NY | July 2021 – December 2021
- **Full-Cycle Web Development:** Translated and created **Adobe XD** prototypes into a fully functional, responsive website using HTML, CSS, and JavaScript in a collaborative team environment.

Freelance *Software Developer*, New York, NY | May 2022 – November 2023
- **Full-Stack Development:** Engineered an enterprise-scale educational web app using **PHP (Laravel) and Vue.js**—from Figma wireframing to DigitalOcean deployment—while maintaining **Upwork "Rising Talent" status** (top 5% of global freelancers).

Independent Venture *Digital Product Lead* | Feburary 2020 – Present
- Scaled a digital property to **2.5M+ lifetime views** through algorithmic SEO and AI-automated production workflows (Adobe Premiere Pro), reducing pre-production overhead by **75%.**

Education
University at Albany | *Master of Science* **|** Major: Information Science, Concentration: Information Management and Technology | GPA: 3.88

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

Certifications, Awards & Languages

Technical: Scored 100 on NYS Information Technology Specialist 1 & 2 Exam; Google Sponsored Hackathon Winner; Adobe Web Communication Certified (Dreamweaver); AT&T Summer Learning Academy Certified. **Academic Honors:** Order of the Sword and Shield National Honor Society; FIRST Robotics Regional Champion. **Languages:** English (Expert); Spanish (Intermediate).