Xavier Matos, PMP®

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

Summary

PMP-certified technical project leader with an M.S. in Information Science and a B.S. in Informatics, Cum Laude, combining enterprise project management, Agentic AI, data analytics, UX design, and full-stack software engineering. Lead infrastructure modernization initiatives at New York City Public Schools, with career results including 30x faster document processing and 5x faster executive reporting.

Skills

Project Management & AI: Technical Project Management, Stakeholder Management, Requirements Gathering, Agile, Scrum, BRD Authoring, SOP Development, Risk Mitigation, Jira, Asana, Smartsheet, Excel, Lucidchart, Axure RP, Microsoft 365, Microsoft Planner, Microsoft Copilot, Microsoft Power BI, Prompt Engineering, Agentic AI, LLM Workflow Automation, Claude, Google Gemini, ChatGPT, Adobe Firefly, Generative AI
Engineering & Tools: HTML5, CSS3, Sass, JavaScript, React, Vue.js, Angular, Node.js, TypeScript, Python, PHP, Laravel, Git, GitHub, SQL, C, Java, Google Apps Script, REST APIs, JSON, XML, Vite, AutoCAD, Docker, Bootstrap, Tailwind CSS, Firebase
Design, Media & Languages: Figma, Adobe XD, Photoshop, Illustrator, Premiere Pro, Dreamweaver, Wireframing, WordPress, Responsive Design · English (Fluent), Spanish (Intermediate)

Work Experience

Technical Project Management Lead | AI & Data Systems | UX Architect | *May 2025 – Present*
New York City Public Schools (NYC DOE) · New York, NY

- **Agentic AI Infrastructure:** Direct an enterprise initiative to modernize billion-dollar infrastructure by designing Agentic AI workflows that streamline legacy processes and automate repeatable tasks.
- **Agile Governance:** Facilitate daily Scrum ceremonies and sprint planning using AI-assisted PM tools to surface bottlenecks and ensure seamless cross-team coordination.
- **Data Architecture & Analytics:** Engineered Power BI dashboards and data models for a multi-million-dollar portfolio, increasing executive reporting velocity by 5x.
- **Rapid Prototyping:** Spearheaded deployment of internal web applications with DIIT through AI-assisted application development using Claude, Microsoft Copilot, HTML5, CSS3, JavaScript, and Bootstrap.
- **Requirements & Process Design:** Translate stakeholder needs into process maps, system workflows, Business Requirements Documents (BRDs), Standard Operating Procedures (SOPs), and reusable documentation templates to support development and implementation.
- **Program Expansion:** Oversee end-to-end delivery of 12 custom applications while scaling a successful Manhattan digital transformation model across all five boroughs, aligning shared technical standards with regional operational requirements.

Associate Technical Project Management Lead | AI & Data Systems | UX Architect | *Nov 2023 – May 2025*
New York City Public Schools (NYC DOE) · New York, NY

- **Digital Transformation:** Led a team in digitizing legacy paper processes, increasing processing speed by 30x through digital platforms which collected and organized data, also notifying all necessary stakeholders.
- **Data Visualization:** Architected Power BI dashboards that transformed operational data into role-specific reporting and actionable insights for cross-functional stakeholders.
- **Technical Project Management:** Managed end-to-end delivery for multiple concurrent web projects using Smartsheet and Excel, integrating AI-driven code assistance to accelerate responsive UI delivery.
- **Personnel Leadership:** Supervised a cross-functional team using a skills-to-task assignment matrix; trained direct reports on AI prompting best practices to increase departmental output.

Lead Content Strategist & Producer | *Feb 2020 – Present*
Independent YouTube Channel

- **Audience Growth & SEO:** Co-manage a YouTube channel with 3,500+ subscribers and 2.5M+ views; lead video editing, thumbnail design, title optimization, content strategy, and YouTube SEO to expand algorithmic reach.
- **Workflow Automation & Analytics:** Engineered AI-automated production workflows using Adobe Firefly and Premiere Pro; currently analyze performance metrics to refine content strategy and community engagement.

Freelance Software Developer | *May 2022 – Nov 2023*
Self-Employed · New York, NY

- **Full-Stack Application Development:** Earned Upwork Rising Talent status and engineered an enterprise-scale educational web application using PHP, Laravel, Vue.js, React, Figma, Vite, Statamic CMS, and DigitalOcean.
- **Client Solution Delivery:** Delivered full-stack web applications, responsive websites, wireframes, prototypes, icons, and visual assets using React, Node.js, HTML5, CSS3, JavaScript, Figma, and Adobe Photoshop.

Front End Developer | *Jul 2021 – Dec 2021*
WCDB Albany (90.9 FM) · Albany, NY

- **Responsive Web Development:** Created Adobe XD mockups and collaborated with a development team and a stakeholder to convert the designs into a fully functional, responsive website using HTML5, CSS3, and JavaScript.

Intern — CEHC Program | *Aug 2020 – Dec 2020*
University at Albany, SUNY · Albany, NY

- **Technical Training Content:** Produced a library of text and video instructional guides hosted on the University at Albany's student servers, covering Python programming through Minecraft, virtual RC drones, virtual meeting environments, and makerspace tools for the CEHC program.

Extern | *Jun 2020 – Aug 2020*
AT&T · New York, NY

- **Business & Technology Development:** Completed the AT&T University externship curriculum covering human resources, finance, advertising, media, technology, communication, and leadership.

Web Developer | *Jul 2019 – Aug 2019*
Compass Real Estate · New York, NY

- **Web Development Leadership:** Led a two-person development team in building a production-ready website for a real estate team using WordPress, HTML5, CSS3, JavaScript, jQuery, and Bootstrap.

Software Developer Intern | *Jul 2017 – Aug 2017*
Alley · Greater New York City Area

- **Front-End Prototyping & Code Quality:** Built two prototype websites in a professional agency environment using HTML5, CSS3, JavaScript, jQuery, Sass, ESLint, and Vagrant, with an emphasis on performance optimization and CMS-free development.

Software Developer Intern | *Jul 2016 – Aug 2016*
Code Nation · Greater New York City Area

- **Workflow Automation & API Integration:** Collaborated with a Google engineer to build and deploy a Google Sheets add-on for NYC Public Schools using Google Apps Script; the solution was adopted for active use that school year.
- **Web Application Development:** Developed three prototype websites using WordPress, HTML5, CSS3, JavaScript, jQuery, and Google APIs.

Education

Master of Science — Information Science | *Aug 2021 – May 2022*
University at Albany, SUNY
Concentration: Information Management & Technology · GPA: 3.88

Bachelor of Science — Informatics (Cum Laude) | *Aug 2017 – May 2021*
University at Albany, SUNY
Concentration: UI/UX · Minors: Computer Science & Business · GPA: 3.45 · Spellman Academic Achievement Award

Certifications & Awards

- **PMP® Certified** — Project Management Institute *(Jul 2026 – Jul 2029)*
- **Google AI Professional Certified** — Google on Coursera *(Nov 2026)*
- **NYS Information Technology Specialist 1 & 2 Exam** — Score: 100 — Eligible List
- **Upwork Rising Talent** — Top 5% of Global Freelancers *(Jun 2023)*
- **Google-Sponsored Hackathon** — 1st Place Winner — Code Nation at Google NYC Headquarters *(Apr 2017)*
- **FIRST Robotics Competition** — Regional Champion — Lead Programmer & Team Coach *(Jan 2017)*
- **Spellman Academic Achievement Award** — Outstanding Achievement — University at Albany *(May 2021)*
- **Order of the Sword & Shield** — National Honor Society Inductee (OSS) *(Mar 2022)*