

# Xavier Matos

516-210-5172 | [XavierAMatos@outlook.com](mailto:XavierAMatos@outlook.com) | <https://xaviermatos.github.io/> | <https://www.linkedin.com/in/xavier-m-5a531125/>

## 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 multi-million dollar 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 & Independent Ventures*

#### *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* | **February 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).