

Matteo H. H. Meier

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Highly motivated full-time student and worker seeking employment or an internship in a position related to Business Administration and Management Information Systems. References upon request.

### Primary Skills

Python, SQL, Jira, Lucid, Databricks, Tableau, SATCOM Systems Maintenance and Troubleshooting, Team Project Development, Conflict Resolution, Microsoft Office 365, Asset Protection, Customer Service and Client Interaction, Formal Report Writing

### Professional Experience

2022-Present: Securitas Security Services, USA

2024 to Present: Security Responder – Flex Officer: various locations on a flexible schedule, same responsibilities as below

2022 to 2023: Security Responder – **Microsoft Silicon Valley Campus**

- Oversaw and served as the sole point of contact for a multi-building campus on swing and graveyard shifts.
- Guaranteed protection of company employees and assets while ensuring they were in compliance with post orders.
- Deescalated multiple Tier 1 conflicts while coordinating efforts with Emergency Services, Law Enforcement, and the Fire Department
- Maintained a detailed and meticulous daily report of all events on shift, including writing firsthand narratives and taking witness statements that can be used in court.
- Tasked with weekly processing of employees' timesheets.

2019 to 2021: U.S. Army Signal Corps – 25S – Satellite Communications Operator/Maintainer  
**112<sup>th</sup> Signal Battalion (Special Operations) (Airborne)**

- Controlling, monitoring, and troubleshooting over 200 uplink feeds being provided over fiber and satellite links.
- Remotely accessing and controlling satellite uplink terminals in over 100 locations.
- Worked with a small team of five other soldiers to configure remote network control systems for daily transmissions.
- Worked with field engineering staff to install new uplink terminals and troubleshooting remote equipment.

### Education

2023 to Present: San Jose State University

**Business Administration, Management Information Systems**

Estimated Graduation Date: Fall 2025, Cumulative GPA:3.72

2021 to 2023: San Jose City College

**Business Administration 2.0 AS-T**, Graduated Spring 2023, Cumulative GPA: 3.75

### Certifications

- **Department of Defense Secret Clearance**
- BSIS (Bureau of Security and Investigative Services) Guard Card -2022-2026
- CPR/AED/First Aid – 2022

