

Matthew Guo

(--)- - - - | San Francisco, California | matthew.guo4@gmail.com | US Citizen

EDUCATION

San José State University

San Jose, CA

Bachelor of Business

Expected May 2026

Major in Management Information Systems

Cumulative GPA: 3.73, Dean's Scholar 2022 - Present

Relevant Coursework: Managerial Accounting (A), Systems Analysis and Design (A), and Fundamentals of Programming (A) and Intro to Business Programming (A)

WORK EXPERIENCE

GAP Inc.

San Ramon, CA

Sales Representative

2021 – 2022

- Actively engaged with customers to promote Gap Inc. credit card, bring onboard a 94 new credit sign ups within Q1 and Q2
- Recognized by management and co-workers for being a team player, frequently choosing to cover shifts to ensure smooth operations during business hours.

PROJECTS

BIX

August 2022

- Executed an agile methodology to complete deadlines and communicate with shareholders.
- Identified and integrated key customer requirements, and ensuring support for a new pollution-solving start-up
- Collaborated with stakeholders to develop a prototype for BIX, resulting in a functional prototype
- Delivered a comprehensive report to shareholders to communicate project updates and future developments

AM CRAFT

August 2024

- Actively operated scrum framework to accomplish complex task for a local coffee shop redesign
- Pursued and led an agile project management to guarantee project deadlines are met
- Developed deliverables to highlight key updates for shareholders to observe and request changes and improvements

ADDITIONAL

Technical Skills: Davinci Resolve, Figma, Canva, Illustrator, Photoshop, Python, Jira, Tableau, Proficient in Excel, Powerpoint, Time Management, and Critical Thinking

Languages: Native in English; Basic verbal skills in Spanish

Certifications & Training: Management in Python and Pandas, Excel, Canva Essential Training

Interests: Photography, Manhwa, Badminton, Graphic Design, and Video Editing