

MATTHEW IGNACIO

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EDUCATION

American River College

- Cumulative GPA: 3.8
- Received ADT in Business Administration, Concentration in Management Information Systems

San Jose State University

- 3rd Year Transfer
- Expected Graduate Year: 2024
- Pursuing BS in Business Administration, Concentration in Management Information Systems

Work Experience

Business Development Executive - Digital Solutions (Remote)

January 2022 - Present

Aeximius SA

- Prospect clients to connect their businesses with our people-centered solutions
- In charge of creating new lead generation channels utilizing various tools such as LinkedIn, Apollo, Dribbble, Zoho CRM
- Conduct/schedule meetings with potential clients to educate them on how we could significantly improve their business with our digital services
- Learned about various technology and design topics such as: UX/UI Design, Mobile/Web Development, Digital Branding, etc

Front and Back Shift Lead/Special Projects Manager

February 2019 - December 2021

Koshi Ramen Bar

- In charge of overseeing both customer service and kitchen staff and delegating team members to improve efficiency
- Took on special tasks such as ordering inventory for the kitchen and conducting interviews on potential hires
- Led company's marketing content creation/social media team with photography, Adobe CC applications, and brainstorm of flyer mock-ups
- Learned various soft skills such as: leadership, analyzing/solving problems, team collaboration, and strong work ethic
- Was able to work 40+ hrs a week while being a full-time student in college

Therapy Aide/Office Administration

September 2020 - January 2021

Capuchino Therapy Group

- Organized/input confidential patient information and scheduled appointments utilizing WebPT software
- Provided customer service through patient phone calls with appointment reminders and FAQs
- Created therapy content to improve fine motor skills and cognition of children OT patients