

Matthew Ontiveros Burt

606 Lupine Drive
Fort Collins, Colorado 80524
(970) 219-6325 (Cell)

Objective:

To attain a professional position in development that will enable me to further utilize my skills in working with various populations in a professional setting while expanding career management opportunities.

Education:

- Currently enrolled in the Denver University Coding Bootcamp
- B.A. Colorado State University, December 2007 Major: Liberal Arts

Skills and Strengths:

I possess a strong work ethic in addition to outstanding written, verbal communication and problem solving skills. I also have experience, ability and continued desire to work interactively with diverse populations. I work well in group settings but I am also reliable when working alone. I have experience in sign language and have a Spanish language background as well as interest in all other languages. I am trustworthy, punctual and reliable.

I play the violin, piano and guitar and have been told I have an engaging personality.

Technical Skills:

HTML, JavaScript, CSS, Git, jQuery, Moment.js, Bootstrap, Bulma

Projects:

Urban Cypher – On this project I worked with a team to develop an app that allows the user to search for their favorite song and artist then look up words they don't know the definitions of using "Urban Dictionary" and "Merriam-Webster."

Languages used: HTML, CSS, JavaScript, Bulma,

<https://maximosandoval.github.io/urban-cipher/>

Work Day Scheduler – On this project I developed an application to act as a day planner for the user. The user can input and schedule their daily events and save them.

Languages used: HTML, CSS, JavaScript

<https://cocoder555.github.io/Day-Planner-/>

Weather Dashboard – On this project I developed an application that allows the user to enter a city and be given a up to date weather information as well as a five day forecast.

Languages used: HTML, CSS, JavaScript

<https://cocoder555.github.io/Weather-Dashboard-/>

Work Experience:

Mechanical Assembler: Woodward Industrial Controls: Sep 2019– April 2020
Assemble and manufactured sub-assemblies in the Aerospace Industry. Build parts for various small commercial air lines while adhering to strict safety measures, professionalism and quality of work.

Coordinator: Colorado State University: January 2019 – June 2019
Assist with the analysis of the University Climate Survey by reviewing and scrubbing all open end submissions to ensure anonymity and to protect confidentiality.

Delivery Team Member: Rocky Mountain Student Media: August 2018 – Present
Deliver Rocky Mountain Collegian and sub-periodicals to businesses in the City of Fort Collins and on the CSU campus.

Director of Sales and Customer Service: Illuminated Extractors:
November 2015 – May 2017 Identify and engage potential customers and enlist staff intended to build the newly formed company. This included providing excellent customer service and having a thorough understanding of the product and company goals.

Independent Contractor: Yellow Cab: August 2015 - November 2016
Duties included providing excellent customer service and engaging riders while driving them to their destinations. Other duties included managing personal work finances and reconciling accounts including responsibility for weekly lease.

Assistant Manager: Schrader Country Store: July 2010 – July 2015
Duties include staff supervision, daily interaction with customers; addressing any customer difficulties or dissatisfaction; reconciling accounts and making deposits; writing invoices and other daily administrative paperwork.

Sales Clerk: Gardening and Supply Grow Shop: March 2010 – July 2010
Duties included providing great customer service, product knowledge, understanding the market, running the register, stocking shelves, receiving and ordering inventory; counting cash and reconciling accounts as well as making company deposits at the end of each day.

Lab Assistant: Colorado State University Soil, Water and Plant Testing Laboratory: Sporadically from July 2006 to February 2010
Duties included grinding soil samples in preparation for ph readings, performing conductivity tests, conducting lime estimates and other lab tests, data entry and washing lab equipment.

Customer Service and Retention: Center Partners (Tivo Division): September 2008 – September 2009 This job also required me to provide top-tier customer service while assisting customers in setting up their digital video recorders. When working in retention, a critical aspect of this position required me to work with disgruntled customers where I demonstrated the ability to retain the business of customers who otherwise wanted to cancel their service.

Sales: Fort Collins Motor Sports: May 2008 – August 2008. This summer job involved selling motorcycles, cars, dirt-bikes four-wheelers, side by sides, toy-haulers and accessories.

Bar Promotions: Zydecos (now Bondi Beach Bar): May 2008 – August 2008 I was responsible for promoting Thursday night event and activities.

Field Associate: Environment for Colorado: June 2006 I was responsible for engaging the public to financially support environmental issues.

Telemarketer: Request Carpet Cleaning: June 2004 to December 2005 I conducted telephone based customer sales calls also called “cold calling.” I utilized communications skills to achieve sales goals while learning the ins and outs of phone room professionalism.

Customer Service/Sales Representative: Center Partners (now Qualfon): June 2003 to September 2003 This summer job experience allowed me to develop my communication and customer service skill set. My work duties with this cell phone industry included providing top-tier customer service during cell phone activation; helping new customers set up cell phones services and addressing any issues that they came across by searching for solutions via multiple data bases.

ICT Technician: Celestica: Summer Employment -June 2002 to August 2002 I conducted inter- circuit tests on circuit boards.

Cook and Bar-Back: Pitchers Sports Restaurant: September 2000 to August 2001 As a cook, I was responsible for working with others to prepare meals and, in some cases, was asked to supervise and train new employees on food preparation, storage and cooking. As a “bar back” I was called to interact with customers while supporting the bartenders.

Tree Planter and Sales: Harmony Gardens: May 2000 to August 2000 My position involved landscaping work, planting and selling various trees, flowers and shrubs.