

Matthew Reilly

Sterling, VA 20165

matthew.reilly08@gmail.com

+1 804-584-7849

Willing to relocate: Anywhere

Authorized to work in the US for any employer

I am a young adult with vast amounts of skills. I work best with my hands and mind. I am able to understand how things work and visualize them to create, design, troubleshoot, repair or rebuild. I take great pride in my work as I know continuing to learn and develop only makes me a better contributor. My goal is to lead and teach others in all my professions. I was an automotive technician for 9 years. As a hobby I built things such as computers, wood furniture, welding/machine work and helped with any task thrown at me. I don't shy away from challenges I research and execute to complete challenges. I am always eager to learn more skills to develop myself in any way I can. I have been a computer enthusiast for 10 years from building, troubleshooting, and hosting servers/writing simple code. I recently have been taking courses online for AI development as I see this being an extremely valuable skill in the ever growing Tech industry.

Work Experience

- **Administrative Assistant**
isTek, LLC - Virginia
July 2023 to Present
Answer customer service phone calls and emails.
Write and distribute email, correspondence memos, letters, faxes and forms.
Assist in the preparation of regularly scheduled reports.
Develop and maintain a filing system.
Maintain contact lists.
Provide general support to sales and marketing.
Act as the point of contact for internal and external clients
- **Sales/Marketing**
Fuel & Tire Saver systems, LLC - Sterling, VA
Responsible for data entry of clients or prospects.
First and final contact for sale process.
Reach out to possible companies to source new clients.
Data scraping.
Research.
Communications.
- **Supervisor**
ABM Industries Inc. - Sterling, VA
Supervisor of cabin maintenance/security at IAD
- **Staff**
Usedo Staffing - Springfield, VA
Worked a 7 day event at the metropolitan club.
- **Service Advisor**
Lake Ridge Auto Care - Woodbridge, VA
Advise on sales & status of customer vehicles. managed end of day book work (calculating totals sales of said products & labor for technicians) to find totals sales of the days as well as handling cash transactions.
- **Printer Operator/Finisher**
Team Velocity Marketing - Sterling, VA
Started as a finisher operating cutting machines. Moved to operating Printing Machines. Using computer programs to print jobs, review jobs, if needed emailed production for errors in files or errors in templates that would produce bad quality products. Fix jams within printers, Replace Dry ink, Replace parts within the machine to maintain quality control of jobs.
- **Technician**
Toyota - Stafford County, VA
Performed data entry for customer records
Processed referral information
Provided assistance with Automotive maintenance
Performed Diagnostic testing on vehicles
Performed routine maintenance on vehicles
Completed minor repairs and performance
Calibrated Automotive systems on a scheduled basis
Ensured that Toyota products conformed to Quality specifications
Managed maintenance report records
Responsible for troubleshooting customer complaints on vehicle
- **General Service Technician**
Toyota - Bellingham, WA
Performed general maintenance on various makes & models though mainly Toyota. Oil changes, Tires, Filters, wipers. misc. tasks

- **Marine Technician**
Westwind Marine - Point Roberts, WA
Maintained & repaired of boats from 15ft to 45ft
- **Laborer**
George's Tree Services - Bellingham, WA
General laborer cutting down trees in residential neighborhoods & working with the county.
- **Warehouse Associate**
Bramble Berry - Bellingham, WA
Packaged products for shipping & loaded trailers for drivers
- **Business Assistant/Handyman**
Private Party - Bellingham, WA
Was a universal assistant, from book work, landscaping, sourcing cars & goods, travel with client
- **Multiple Positions**
Rude's Auto & Racing - Bellingham, WA
Pit crew, Technician, Advisor, general labor.
- **Machinist**
Twizted Steel Engine Works - Bellingham, WA
CNC, Lathe, Welding, Mathematic calculations, Mills, Power tools, Hand tools, CAD design,
- **Data Analyst**
Micro Focus - Bellingham, WA
- **IT Support Desk**
Litzia - Bellingham, WA
- **General Service Technician**
Mazda - Skagit County, WA
- **Marine Electrical Division**
Northern Marine - Anacortes, WA
Shadow program from NWCTA assisted in building a 85 ft Yacht named "The Blood Baron" (there is an article on this Yacht, Google "Blood Baron Anacortes WA" I was interviewed a few times on this ship.)
- **General Service Technician**
Nissan - Bellingham, WA
- **Assistant Technician**
Green Truck - Bellingham, WA
Assisted Techs in maintenance and repairs of trucks. also part runs/ ordering parts for truck maintenance, as well as maintaining the shop.
- **Washer**
Interwest Construction, Inc. - Burlington, WA
Washed Tractor Trailers, Heavy Equipment using industrial Heated pressure washer.
- **Staff**
Private Country Club - San Juan Islands, WA
Had the assignment to deliver whatever needs a member had.
- **Busser/Dishwasher/Food Runner**
San Juan Lanes - Anacortes, WA
- **Multiple Roles**
Bubba Sudz Wash - Anacortes, WA
- **Farm Hand**
Private Party - Washington State, Idaho, Montana
- **Landscaping**
Self Employed Contractor - Anacortes, WA
neighborhood (1 mile radius) mowing & lawn maintenance

Education

- **Bachelor's degree in I.T Administration, A.I Development**
Florida Tech - Melbourne, FL
August 2020 to 2023
- **Associate's degree in Mechanical Engineering**
Bellingham Technical College - Bellingham, WA
August 2015 to June 2016
- **High school diploma + Certification in Renewable Engineering**
Squalicum High School - Bellingham, WA
September 2014 to June 2015
- **Certification in Marine Technology**
Northwest Career & Technical Academy Anacortes, WA
September 2011 to June 2014

Skills

- Tire Service (6 years)
- Vehicle Maintenance (9 years)
- Oil Change (10+ years)
- Mechanic Experience (10+ years)
- Machining (4 years)
- Computer skills (10+ years)
- Customer service (5 years)
- Google Docs (7 years)
- Communication skills (9 years)
- Leadership (6 years)
- Computer hardware (8 years)
- Welding (5 years)
- Mechanical Knowledge (10+ years)
- Sales (6 years)
- CRM software (5 years)
- Xerox (Less than 1 year)
- Windows (8 years)
- Information Systems (5 years)
- Desktop Support (3 years)
- Help desk (2 years)
- IT (5 years)
- Troubleshooting (8 years)
- Operating Systems (8 years)
- Restaurant experience (1 year)
- Data entry (6 years)
- Product management (9 years)
- Upselling (5 years)
- Automotive service (10+ years)
- Service writing (2 years)
- Dealership experience (4 years)
- Cash handling (1 year)
- Auto estimating (3 years)
- Technical Support (3 years)
- User Interface (UI) (4 years)
- Computer Networking (4 years)
- Active Directory (3 years)
- VPN (5 years)
- IT Support (3 years)
- Remote Access Software (3 years)
- Mechanical Engineering (4 years)
- AI (3 years)
- Network Support (3 years)
- Microsoft Excel (4 years)
- Remote access software (3 years)
- Marketing (6 years)
- Databases (3 years)
- Business analysis (6 years)
- Business consulting (3 years)
- Business development (4 years)
- Business management (4 years)

Certifications and Licenses

- **Marine Technology**
June 2015 to Present
Marine electronic engineer
- **REC's**
June 2015 to Present
Renewable Energy Engineering

Links

www.linkedin.com/in/mattreillyagent/