

# MATTHEW LUBIN

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## EDUCATION

**Western Governors University**  
Bachelor of Science, Accounting

**Graduating: September 2027**  
**GPA: 3.0**

## CERTIFICATIONS

**CompTIA A+**  
**Google Data Analytics Professional**

**July 2025**  
**September 2024**

## PROJECTS

**Ticketing Software** – [www.mattywashere.github.io/ticketing-software/](https://www.mattywashere.github.io/ticketing-software/)

**July 2025**

- Developed a web-based application for creating, managing, and tracking support tickets in real-time with React.js
- Integrated Firebase for persistent real-time data management alongside Anonymous Authentication
- Managed version control with Git, implemented secure API key handling & deployed the application to GitHub Pages, showing a full development lifecycle

**Establishing AD using Azure VMs** – [www.github.com/mattywashere/ad-configuration](https://www.github.com/mattywashere/ad-configuration)

**July 2025**

- Deployed & configured Active Directory on Azure VMs, including network setup, domain elevation & user management
- Implemented network & security configurations, such as Static IP assignment & firewall rules to ensure domain communication

**Cursor Management Database** – [www.cursors.pro](https://www.cursors.pro)

**October 2023**

- Developed data analysis alongside SQL skills to maintain a comprehensive cursor library, used by 1,000+ monthly users
- Utilized Firebase for efficient real-time data management, enabling consistent updates for 100+ cursors monthly

## EXPERIENCE

**Revealed Word Christian Center – Queens, NY**

**January 2020 - Present**

Systems Administrator

- Upgraded workstations with newer hardware, resulting in a 90% productivity boost in the office environment
- Implemented Office 365, Active Directory, Excel Database to overlook the IT infrastructure of the business, improving system performance by 90%
- Ensured flawless operation of audiovisual equipment during events, minimizing technical difficulties by 90%

**ML Water Damage CWD of Hicksville – Long Island, NY**

**April 2019 – Present**

Administrative Assistant | On-site Technician

- Utilized QuickBooks to manage vendor payments & bank reconciliation while maintaining financial credits & debits within Microsoft Excel, keeping the books accurate 100% of the time
- Job sites were dealt with detailed environment assessments using moisture detection tools & a deep understanding of building materials to determine the source of damage
- Negotiated prices with customers after delivering on-site assessments, 95% of the customers deemed the rates to be very fair with the damage recognized

## SKILLS

**Information Technology:** Active Directory, Virtualization (VMs), System Support, Microsoft 365, Networking

**Operating Systems:** Windows (10/11), Windows Server (2022), Linux, macOS, Android

**Programming & Scripting:** JavaScript, PowerShell, API Integration, Git, HTML

**Database & Data Management:** Firebase, Microsoft Excel, Google Sheets

**Web Technologies:** Website Deployment

**ERP Systems:** QuickBooks Online, Xero

**Cloud Computing:** Azure