

Matthew Fouts

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Objective: Obtain a project management position working with a company that provides the potential for growth and a solid career path.

Skills: *Technical:* Microsoft Project, Microsoft SharePoint, Open Project
Project Management: Custom Software Development, Enterprise Implementation, Systems Migration, Users Interface Design, MySQL Database Design (RDBMS)
Project Lifecycle: Requirements Analysis, Cost & Budgeting, Project Scheduling, Testing/QA, Support
Leadership: Team Building & Mentoring, Client Relations, Vendor Management, Business & IT Planning

Experience: **Fouts Ventures, Los Angeles, CA** May 2007 – Current
Project Manager

- Defined high level scope, identified risk and created project charters for information technology (IT) projects for small to medium enterprises (SMEs).
- Created work breakdown schedules, estimated budgets, approved change requests, managed multiple clients.
- Managed domestic and international team of global software developers, marketers, content writers and analysts.
- Developed a call center software platform which grew from 4 to 520 users with a cloud hosting infrastructure and provided client daily performance reports.
- Proficient with HTML. Familiar with MySQL, PHP, JavaScript, and Bootstrap.
- Managed a team of programmers and designers to create an internal contact management system to organize current clients and potential leads.
- Managed over 300 different website development projects.
- Created over 700 reports for projects (Charters, WBS, P&L, Forecast, Change, PERT, Mind Maps, Budgets).

Sensortags Inc, Terre Haute, IN March 2011 - Current
Project Manager – Virtual

- Managed a team of programmers, designers and market researchers to create an eCommerce website to reach new clients via search engine optimization (SEO) and Cost Per Click (CPC) marketing.
- Created purchasing plan and risk management plan to outsource inventory from various countries to decrease costs and increase revenue.
- Managed requirements from executives and created biweekly reports to highlight sales and manage inventory.

Volunteer: Hosted and donated biannual Food Festival for local Los Angeles Community.

Education: **Masters of Science in Engineering Management, Aug 2014 – GPA 3.43**
Rose-Hulman Institute of Technology, Terre Haute, IN
Related Courses: Project Management, Production/Operations Mgmt, Business Law

Bachelor Engineering Physics concentrating in Electrical Engineering, May 2010
Rose-Hulman Institute of Technology, Terre Haute, IN