

Bradley Matera

Business Analyst

Davis, Illinois (open to relocation) | (360) 970-0581 | bradmatera@gmail.com | www.linkedin.com/in/bradmatera | bradlevmateradev.com

EDUCATION

- Bachelor of Science in Web Development (B.S.), Full Sail University, Winter Park, FL - October 2025
- Cumulative GPA: 3.64
- Relevant Coursework: Interfaces and Usability, Database Systems, Server-Side Languages, Advanced Server-Side Languages, Programming for Web Applications, Deployment of Web Applications, Cloud Application Development, Web Application Integration, Application Integration and Security, Interface Programming, Application Development, Discrete Mathematics
- Activities and societies: Tech Talk Club - Weekly Agile-style standups with classmates to track progress, solve issues, and support each other's projects.
- Activities and societies: Tech Talk Club - Weekly Agile-style standups with classmates to track progress, solve issues, and support each other's projects.
- Fallen Knight: Requiem of Honor - Game jam project for KAJAM, Dec 2023. Built with classmates and ranked #9 in Artstyle. <https://itch.io/iam/kajam/rate/3114394>

SUMMARY

Junior business analyst with a background in case management, technical documentation, process tracking, and software support. I am comfortable translating between technical and non-technical stakeholders, documenting workflows clearly, and learning how a business process actually works before suggesting changes.

SKILLS

- Requirements documentation, process analysis, workflow documentation, issue tracking
- SQL fundamentals, data-backed reporting, business software concepts, API integration basics
- Agile standups, case tracking, cross-functional communication, stakeholder support
- JavaScript, GitHub, VS Code, Trello, Docker, AWS support training

CERTIFICATIONS

- AWS Certified Solutions Architect - Associate (SAA-C03), issued July 2025, expires July 2028
- AWS Certified AI Practitioner (AIF-C01), issued August 2025, expires August 2028
- freeCodeCamp JavaScript Algorithms and Data Structures; Responsive Web Design

EXPERIENCE

Cloud Support Engineer Intern - AWS Internship, Seattle, WA

May 2025 - Aug 2025

- Documented cloud infrastructure workflows and created a transparent cost-analysis model using measurable usage inputs to support operational decision-making.
- Worked through guided support rotations analyzing cloud system behavior and documenting findings.
- Built a serverless metadata extraction workflow using AWS Lambda, DynamoDB, and S3 to support structured data access.
- Participated in guided troubleshooting exercises requiring clear thinking about system dependencies and documented outcomes.

Junior Frontend Developer / Freelance Contributor - CIRIS Ethical AI, Remote

Oct 2024 - Jun 2025

- Improved onboarding and setup documentation for new contributors, including environment notes, JWT guidance, and step-by-step setup context.
- Documented larger feature ideas and improvements as GitHub Issues with clear descriptions and acceptance context.
- Contributed small code updates through merged PRs and worked directly in an existing codebase with minimal supervision.
- Used AI-assisted development workflows and tracked all work transparently through GitHub.

Case Manager - Mason County, WA

Sep 2022 - Jan 2023

- Worked directly with clients in Veterans Court, Drug Court, and Mental Health Court, managing requirements, timelines, and documentation across multiple active cases.
- Communicated court-mandated requirements clearly to clients and coordinated across court staff to ensure accurate, up-to-date case records.
- Used project management approaches to stay organized across multiple concurrent cases and reporting requirements.

ADDITIONAL EXPERIENCE

Medic - US Army, Ft. Bragg

June 2011 - April 2014

- U.S. Army combat veteran with experience operating under pressure in high-stress environments.
- Comfortable learning and adapting quickly to new technical environments.