

Bradley Matera

Project Coordinator

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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.
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- 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 project coordinator with direct experience managing caseloads, tracking requirements across multiple stakeholders, documenting progress clearly, and communicating across technical and non-technical teams. I use Agile-style tracking, GitHub Issues, and clear written communication to keep work organized and visible.

SKILLS

- Project tracking, task management, documentation, stakeholder communication
- Agile standups, GitHub Issues, Trello, sprint-style work organization
- Requirements gathering, process documentation, cross-functional coordination
- AWS support training, JavaScript, VS Code, GitHub, technical writing

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

Case Manager - Mason County, WA

Sep 2022 - Jan 2023

- Managed active caseloads across Veterans Court, Drug Court, and Mental Health Court, coordinating requirements, deadlines, and documentation for each client simultaneously.
- Communicated requirements clearly to clients and court staff, ensuring all parties understood expectations and timelines.
- Documented case progress, interventions, and outcomes accurately to support court reporting and case review.
- Used Agile and Waterfall project management approaches to stay organized across multiple concurrent processes.

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

Oct 2024 - Jun 2025

- Managed contributor onboarding documentation, tracking open questions and improvement areas through GitHub Issues.
- Coordinated small code changes through PRs, keeping work transparent, reviewable, and tied to documented issues.
- Worked asynchronously with a distributed team, maintaining clear written communication throughout.
- Improved setup documentation and environment notes so new contributors could get started without blocking anyone.

Cloud Support Engineer Intern - AWS Internship, Seattle, WA

May 2025 - Aug 2025

- Participated in weekly Agile-style standups and structured support engineering rotations with clear deliverables and documentation expectations.
- Documented cloud infrastructure cost analysis using measurable inputs to support operational planning.
- Worked through guided troubleshooting labs and maintained clear notes on findings and process steps.

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.
- Led and coordinated medical support tasks in dynamic field environments requiring rapid prioritization.