

# Matthew Lowe

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## Education

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**Ramapo College of New Jersey, Mahwah, NJ**      **Major:** Information Technology Management 3.6 GPA  
**Minor:** International Business  
**Graduation Date:** May 2020

**Paramus Catholic High School, Paramus, NJ**      **Graduation Date:** June 2016

## Professional Experience

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**RCNJ, Civic and Community Engagement Center, Student Coordinator** • Mahwah, NJ    August 2018 to Present

- Coordinate and participated in various community service projects utilizing college software
- Informs college students on pressing social issues and encourages civil engagement
- Increased student voter turnout by 30% in 2018, beating the national average of 39.1% by 5%

**Christian Health Care Center, Activities Assistant** • Wyckoff, NJ      November 2016 to Present

- Organize a range of stimulating activities for residents of a nationally recognized Assisted Living residency
- Create and plan activities and events using personal interests and skills to engage residents
- Aid in serving meals to residents along with registered nurses and CPAs

**Etelligent Group, IT Intern** • Mahwah, NJ      May 2019 to August 2019

- Assisted in the acquisition and implementation of new human resources, accounting and payroll software
- Aided in the preparation process for renewing the company's Capability Maturity Model Integration status
- Provided solutions for company information technology issues and general office tasks

## Leadership Experience

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**Ramapo College of New Jersey, Visual Artists Society** • Mahwah, NJ      October 2016 to Present

- Acts Historian, Treasurer, and President for the organization for several semesters
- Organize and record club finances in order to fund meetings, trips and campus-wide events
- Orchestrated the club executive board that successfully runs 3 major events per semester

**Ramapo College of New Jersey, Alpha Phi Omega** • Mahwah, NJ      February 2017 to May 2019

- Held positions including New Member Educator, Professional Fraternity Representative, and Historian
- Planned and executed service projects that benefited the college campus, local organizations, and non-profits.
- Brought in two classes of 20 new members dedicated to community service, friendship, and leadership

## Additional Skills:

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- Microsoft Office (Word, Excel, Project, Visio) (6 years)
- Programming (HMTL, JavaScript, CSS, PHP) (3 years)
- Database Management & Data Entry (MySQL, Access) (2 years)
- G Suite (6 years)
- Microsoft XP, Vista, 7, 8, 10 (3 years)
- Activity and Event Planning (2 years)