**MATT ECKER, MBA**

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**PERSONAL PROFILE**

* I am a skilled project manager with experience in managing projects with multiple tasks and deadlines. I am an energetic and collaborative team member focused on solution-based goals aimed to add value to the company. Currently seeking an employment in Project Management that will afford me the opportunity to help facilitate projects and processes to allow for more efficient practices while maximizing company profits.

**EDUCATION**

Masters in Business Admin Midland University Fremont, NE, 2017

Bachelors in Business Admin St. Mary’s University San Antonio, TX, 1995

**EMPLOYMENT**

***Restaurant Services, Inc*** Arlington, TX 2018-2019

*Project Manager*

* Responsible for newly equipped and installed stores across the country.
* Consult with franchisee on equipment needs of the store based on preferences, corporate recommendations, and experiences. Equipment costs average $150,000.
* Coordinate all activities between franchisee, contractors, vendors, and installers to meet store opening deadline.
* Exceptional management skills and ability to work with enterprise teams.
* Verify all requirements on any fabrication orders and facilitate between general contractor and CAD designers prior to delivery and installation.
* Ensure corporate compliance and standards are met.
* Lead all logistics with delivery, floor plan, and actual installation to meet customer obligations.
* Provide internal status updates to vice-president, all accounting processes and internal processes are accurate, within budget, and on schedule for project update and closeout.
* Prior to project closeout, complete follow-up and findings post final inspection.
* Marketing committee member-develop and execute marketing plan to concentrate on the target market.

***TriMark Hockenbergs***  Omaha, NE 2015-2018

*Project Manager*

* Responsible for 40-50 newly equipped and installed stores per year nationwide.
* Consult with franchisee on equipment needs of the store based on preferences, corporate recommendations, and experiences. Equipment costs average $150,000 to $250,000 per store.
* Coordinate all activities between franchisee, contractors, vendors, and installers to meet store opening deadline.
* Exceptional management skills and ability to work with enterprise teams.

Ecker (cont’d)

**EMPLOYMENT**

***TriMark Hockenbergs*** *(cont’d)* Omaha, NE 2015-2018

*Project Manager*

* Verify all requirements on any fabrication orders and facilitate between general contractor and CAD designers prior to delivery and installation.
* Ensure corporate compliance and standards are met.
* Lead all logistics with delivery, floor plan, and actual installation to meet customer obligations.
* Provide internal status updates to vice-president, all accounting processes and internal processes are accurate, within budget, and on schedule for project update and closeout.
* Prior to project closeout, complete follow-up and findings post final inspection.

***Werner Enterprises***  Omaha, NE 2013-2015

*Fleet Manager – Night 2013-2015*

* Managed all metrics related to shipping; location, on time, and driver safety.
* Monitored all loads based on pre-existing timelines and evaluated fleet availability to swap loads.
* Facilitated load transfers in case of equipment breakdown, timeliness, or abandonment to ensure timely arrivals.
* Communicated with day fleet manager of current statuses or any issues related to reassigned loads and equipment breakdowns for fleet of 50 to 150 drivers.
* Led all logistics with delivery, floor plan, and actual installation to meet customer obligations.
* Mitigated any risks related to driver safety concerns due to load content, location, regulations, or weather-related emergencies.

*Qualified Driver Recruiter 2014\**

* Completed phone screening interviews as a first level in the application process.
* Provided recommendations to hiring managers.
* Facilitated load transfers in case of equipment breakdown, timeliness, or abandonment to ensure timely arrivals.
* Coordinated all new hire orientation classes and ensure compliance and attendance.

***USAA Investment Management Company*** San Antonio, TX 2007-2012

*Investment Operations Analyst*

* Researched and identified all compliance standards to meet internal and external regulatory practices related to high net worth members.
* Analyzed content of member portfolios ensuring the content meets predetermined balance requirements.
* Consulted with members to exercise their Employee Stock Options.
* Configure new fixed income securities based on predetermined regulatory requirements and guidance from Bloomberg.

Ecker (cont’d)

***USAA Investment Management Company*** San Antonio, TX 2007-2012

*Investment Operations Analyst (cont’d)*

* Process all quarter and year-end trades to ensure compliance with predetermined balance requirements.
* Successfully trained 30 new analysts for four different departments all regulatory compliance requirements and trading rules and regulations.

**ACCOMPLISHMENTS AND CERTIFICATIONS**

***Capstone MBA Project*** Omaha, NE 2017

*Midland University*

The goal of our project was to analyze and research the Greater Toronto Area to determine if it is a viable market to expand an existing restaurant concept with a team consisting of four other members and team mentor.

* Led the team’s research of the restaurant competition in the market.
* Formulated the written summary of competition and the executive summary.
* Compiled slides for the presentation to the company executives.
* Coordinated team objectives for weekly deliverables to the company liaison.
* Collaborated with four team members and team mentor to make the recommendation to company to further research the GTA for possible expansion.

***Lean Processes***:

* Training performed to improve practices that create value to the customers and increased profits to the company.

***Six Sigma*** - Yellow Belt, July 2017

**PROFESSIONAL AFFILIATIONS**

PMI Heartland Chapter Omaha, NE 2017-2018

**COMMUNITY AND PERSONAL INVOLVEMENT**

St. Gerald’s Athletics Coach Omaha, NE 2014-2018

St. Gerald’s Men’s Club Volunteer Omaha, NE 2014-2018

Millard United Sports Coach Omaha, NE 2018

St. Mary’s University

Alumni Association Volunteer San Antonio, TX 1999-2012

* ***Fiesta Oyster Bake*** – Executive Committee member, Distribution manager, Section Manager, & Booth Chairman.

Baptist Children &

Family Services Foster Parent San Antonio, TX 2010-2012

* ***Adoption of Son- 2012***