



CONTACT CARD

# MATTHEW "MG" GARCIA

- Mobile: 213.316.8406
- [MGarciaResume@Gmail.com](mailto:MGarciaResume@Gmail.com)
- Los Angeles, CA
- Remote or Commute
- [Resume Website](#)
- [LinkedIn Profile](#)
- [Digital Audio Interview](#)
- [Latest Book Publication](#)



## PROFESSIONAL OBJECTIVE

Seeking to forge a lasting career path with an exceptional organization that champions work-life harmony and prioritizes the well-being of its workforce.

## PERSONAL PROFILE

In my extensive 20-year career, I've navigated through public and private sectors, real estate, higher education, non-profits, and start-ups, gaining valuable insights along the way.

As a skilled leader in project management, program coordination, and event planning, I've collaborated with diverse stakeholders, refining my communication skills.

From managing small to large projects, I excel in research, data analysis, vendor relations, budgeting, and training. With keen attention to detail, I ensure tasks are prioritized and deadlines are met for successful outcomes.

## Entrepreneur

- Respect The Art Media* | '13 - '19  
*Owner, Producer, and Content Creator*
- Wrote Content and Published books, videos, blogs, music, and websites
  - Audio & video editing
  - Graphic design & web development
- Independent Contractor* | '13 - '22
- Coch and Consultant*
  - Private book of clients
  - Business and marketing plan development
  - Infrastructure alignment
  - Goal setting
  - Financial forecasting & budgeting
  - Leadership development



Prioritizing full-time opportunities, with openness to contract work and consulting engagements.



For a full chronological resume, please visit my LinkedIn Profile: [linkedin.com/in/mgarciaresume](https://www.linkedin.com/in/mgarciaresume)



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## EDUCATION

All education was cash flowed without incurring student loan debt, mainly funded through work, scholarships, and grants.

### Master's Degree '22

#### Management and Leadership

- Western Governors University
- Management | Leadership | Business Acumen

### Bachelor's Degree '14

#### Ministry and Leadership | Cum Laude

- Life Pacific (College) University
- Leadership | Counseling | Theology

### Google Certification '21

#### Project Management

- Agile and Waterfall | Project Life Cycles | Report and Data Analysis

### Associates Degree '12

#### Social & Behavioral Science | Honors

- Citrus College
- Social, Cultural & Intellectual World Study

### Associates Degree '12

#### Recording Technology | Honors

- Citrus College
- Audio Engineer | Project Management | Media Editing

## ADDITIONAL CERTIFICATIONS

### Google

- Fundamentals of Digital Marketing

### LinkedIn

- Advanced Product Marketing
- Business Ethics for Managers and Leaders
- Coaching Skills for Leaders and Managers

### Alison

- Social Media Strategy for Small Business

### Insight Worldwide

- Sexual Harassment and Abusive Conduct Prevention Training Completion Certificate

### IBM

- 10 Key Data Entry
- Microsoft Excel
- Microsoft Outlook
- Microsoft Word

### Harvard Manage Mentor

- Crisis Management
- Stress Management
- Change Management
- Global Collaboration

### Financial Peace University

- Graduate and Coordinator

## EXPERIENCE

### Most Recent

Pinnacle Real Estate Group | '23 - '24  
*Agent Development & Brand Manager*

- Head of Branding and Marketing
- Program Development for agent recruiting, onboarding and retention

### Marketing

Colliers International | '20  
*Marketing Coordinator*

- Manage marketing campaigns
- Social networks and email marketing
- Real estate listings, render affiliated graphics, and presentation material

### Government

Multiple Cities | '02 - '09

*Senior Recreation Leader*

- Program Development, Event Coordinating, and Instructor
  - Coordinating program/event logistics, marketing, and budget
  - Areas include academics, sports, arts, and social events
  - Synthesized, introduced, opened, and ran multimedia studios and program

### Administrative

Euroline Steel Windows & Doors | '19

*Human Resources Administrative Assistant*

- Organizational system development
- Onboarding / migrate staff to new human resources database software

The Recording Academy | '15 - '18

*Production Administrative Assistant*

- Coordinate ticket sales and distribution - Grammy's and Latin Grammy's
- Day of show troubleshooting, fraud mitigation, and operations support
- Authored training manual for the Administrator position

### Education

Institute of Culinary Education | '22

*Leadership Team Support Coordinator*

- Coordinator and administrative support to department leadership team - Campus President, Admissions, Student Affairs, and Career Services
- Campus Generalist - Ordering student supplies, campus-wide onboarding, human resource assistance, marketing, IT, event coordinating, and audio engineering

Boys Republic | '16 - '17

*Instructor and Case Worker*

- Creative writing instructor
- Life skill educator and mentor
- Group Counseling Facilitator

As a courtesy, everything underlined is hyperlinked.

Thank you for taking the time to review my resume.

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