

# Matthew Burgess

Tempe, AZ 85281 • 480.433.5599 • mhburge1@asu.edu

---

## EDUCATION

---

### Bachelor of Science, Industrial Design

May 2022

Herberger Institute for Design and the Arts, at Arizona State University, Tempe, AZ

- Minor in Sustainability
  - Dean's Award Scholarship Recipient
  - Cumulative GPA 3.4
- 

## WORK EXPERIENCE

---

### Facilities Assistant

July 2020 – Present

Operations and Facilities at Arizona State University, Tempe, AZ

- Utilize teamwork skills to collaborate with peers and complete major projects
- Supervise the planning and preparation of large intercollegiate athletic events
- Operate company vehicle and use various tools to repair and maintain equipment

### Desk Aide

June 2019 – July 2020

The Student and Cultural Engagement Department at Arizona State University, Tempe, AZ

- Managed the front desk and performed administrative tasks
- Answered incoming phone calls and greeted visitors
- Used Microsoft Office programs for internal communication and scheduling

### Crew Member

June 2018 – September 2018

Firehouse Subs, Chandler, AZ

- Recorded, prepared, and delivered guest orders
  - Responsible for monetary transactions and managed cash register
  - Maintained clean work environment, including dining, kitchen, and prep areas
- 

## PROFESSIONAL SKILLS

---

- |                     |                        |                       |
|---------------------|------------------------|-----------------------|
| • Adobe Photoshop   | • Blue Foam Modeling   | • Solidworks          |
| • Adobe Illustrator | • Yellow Foam Modeling | • Keyshot 9           |
| • Adobe InDesign    | • Styrene Modeling     | • Innovative Thinking |
- 

## LEADERSHIP & ACTIVITIES

---

- |  |                          |
|--|--------------------------|
| • ASU Industrial Designers Society of America Member | August 2019 – Present    |
| • Nature at ASU Member                               | August 2018 – Present    |
| • Red Cross Lifeguard and First Aid Certified        | May 2017 – May 2019      |
| • Veteran's History Project Founding Member          | August 2017 – May 2018   |
| • Corona del Sol JV/Varsity Boys Volleyball          | February 2015 – May 2018 |