

Mathieu Landretti

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Summary

Web professional with over 5 years of experience building the online presence and digital profile of small businesses, authors, and politicians at the state and local level. Experience working with groups of people from diverse business, educational, and ethnic backgrounds, providing them advice and technical support to complete long-term web-based projects.

Experience

Sole Proprietor

Roseville, MN

Web and Marketing Consultant

2020 - Present

Provide web design, IT, social media, and marketing services for small businesses, authors, political campaigns, and local politicians.

- Helped organizations choose the most effective tools for their technological needs, such as hosting providers, content management systems, and email marketing systems.
- Designed business cards and flyers as well as dozens of email campaigns and landing pages; created and maintained over a dozen websites for various organizations.

Green Science Solutions

Little Canada, MN

Website Administrator

2020 - 2024

Provide website administrative tasks and create marketing materials related to green and sustainable cleaning technologies.

- Maintain and administer the company website, mail server, and cloud storage.
- Assist in maintaining the company's social media accounts and marketing materials.
- Write copy for the company's social media posts and website blog.
- Periodically help the service technicians install, service, and test machinery.

Elemental Scientific

Little Canada, MN

Inventory Manager

2016 - 2024

Manage an inventory of over 3,000 unique items including laboratory equipment, glassware, and chemicals for a wide base of customers.

- Develop and maintain the website's product catalog and online store.

- Manage shipping and receiving for laboratory equipment, chemicals, and glassware. Knowledgeable about shipping restrictions for hazardous materials.
- Coordinate freight shipping for large and delicate equipment such as centrifuges and autoclaves.
- Assist customers in selecting laboratory equipment, chemicals, and glassware.
- Helped the company transition away from retail operations by cataloging, packaging, and then transferring inventory to our off-site warehouse.
- Conduct marketing campaigns for sales, auctions, and customer surveys.
- Coordinate online auctions to liquidate surplus inventory.
- Train and manage new employees on retail, inventory, and auction procedures.

BME Lab and Science

Little Canada, MN

IT Manager

2016 - 2024

Provide IT and marketing services for a laboratory service provider.

- Administer company website, mail server, social media accounts, local network, and cloud storage.
- Properly dispose of e-waste by coordinating with local recycling centers.
- Assist in designing business cards, sell sheets, and other marketing materials.
- Periodically attend service calls with trained professionals to assist with cleaning microscopes, servicing autoclaves, and installing enclosures.
- Developed Flutter application to help service technicians track installed parts and service history.

Saint Paul College Community and Technical College

Saint Paul, MN

Peer and TRIO Tutor

2019 - 2020

Tutored a diverse group of students in Introductory Algebra, Intermediate Algebra, College Algebra, Pre-Calculus, Trigonometry, Calculus I-IV, Introductory Statistics, Interpersonal Communication, Microsoft Office Suite, and Computer Literacy.

- Helped students problem solve, develop critical thinking skills, and build effective study habits in addition to clarifying assignments.
- Fostered a safe learning environment for nontraditional students, including immigrants, English language learners, and returning adult students.
- Documented student progress and hours tutored.

- Ran semester-long interpersonal communication study group with 5-10 students.
- Attended multiple workshops on how to be a more effective and helpful tutor.

Ramsey County Elections

Roseville, MN

Election Judge

2016 and 2017

Served as an election judge for my local precinct in the 2016 and 2017 general elections.

- Prepared ballots and voting stations at the polling station.
- Greeted and educated voters on the current election and ballot measures, as well as instructed voters on how to properly fill out their ballots.
- Helped voters navigate the polling station.
- Helped disabled and elderly voters successfully complete their ballots.

Technical Skills

- **Web Technologies:** Wordpress, Magento, Hugo, CPanel, PHPMyAdmin.
- **CRM Technologies:** Hubspot, MailChimp, Email Octopus.
- **Office:** Microsoft Suite: Word, Excel, Outlook, Access, PowerPoint, Teams, OneDrive; Quickbooks; Canva.
- **Operating Systems:** Windows: 7,10,11; Linux: Debian, Ubuntu, Arch.
- **Languages:** R,Python, PHP, HTML, CSS, L^AT_EX, SQL, Dart.

Awards

- First Place Award with my team, AMATYC Student Research League, 2020.
- American FFA Degree, National FFA Organization, 2019.
- Mu Alpha Theta Scholarship, Mu Alpha Theta, 2019.
- LIFE Rank, Scouts of America, 2015.

Education

Bachelor of Arts (BA), mathematics minor in computer science

University of Minnesota Twin Cities, 2023

Coursework in real analysis, abstract algebra, combinatorics, dynamical systems, linear algebra, and algorithms.

Associate of Science (AS), data science

Saint Paul College, 2020

Coursework in database management, statistics, data structures, computer architecture, R, Python, and Java.