

# Matthew Malinowski Résumé

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## Personal Summary

I am a technologist with a gift for understanding and designing complex systems. I am naturally interested in business structures and processes, with a talent for identifying areas that can be made more efficient through the use of technology. I can clearly describe complex concepts for technical and nontechnical audiences, verbally and in detailed product specifications and documentation. I have a broad base of experience across platforms and languages. I choose to work with organizations that work in concert with causes that are important to me: the protection of a free & open internet, and social, economic, and environmental justice.

## Work Experience

### Founder & Technical Architect Palomarin, Arlington, MA

August 2015 — Present

Palomarin is a technical architecture consulting firm dedicated to delivering world-class services to mission-driven organizations and businesses. I founded Palomarin in the summer of 2015, and continue to lead our technical strategy practice.

Palomarin can help your organization:

- increase your ownership over your existing technology and processes with comprehensive, easy-to-understand inventories and documentation;
- develop a mission-driven technology strategy that reduces blind spots and allows you to make the best use of your technology budget;
- advocate for your organization's interests with external agencies and vendors, ensuring you get exactly what you want from your technology projects;
- build your capacity to make better technical decisions at every level.

At Palomarin, we build long-lasting relationships with our clients, providing expert technical architecture services that you can trust.

### Director of Technical Strategy Emerson Media, Cambridge, MA

August 2011 — July 2015

Emerson Media does technical consulting and strategy, from-scratch software development, legacy application maintenance, and project rescue for higher education, nonprofits, and small-to-medium businesses. I worked with a great team and I gained a tremendous amount of experience at Emerson. My responsibilities were diverse and I worked on many types and sizes of projects.

## **Consulting & Strategy**

- Developed deep familiarity with clients' existing procedures and systems for maintenance, integration, and/or replacement
- Wrote proposals, generate estimates, and construct detailed plans of work
- Communicated with clients, including processing incoming requests and responding to inquiries, providing ongoing status updates on projects, and explaining technical concepts to non-technical clients

## **Technical Decision Making and Execution**

- Conceived, implemented, and standardized internal best practices, such as improved build & deployment routines, use of email encryption and OTR, and transition of code repositories from SVN to git
- Evaluated and selected vendors, such as hosts and cloud service providers, transactional email services, code repository hosts, email and SaaS providers, etc.
- Wrote detailed technical project specifications
- Software development in PHP, Python, JavaScript, Shell (bash), etc.
- Web application development in PHP, JavaScript, jQuery, HTML5, CSS3, Ruby (jekyll), etc.
- Wrote thorough use-case documentation and coordinate testing
- Worked alone and with sysadmins to spec, implement, and maintain Linux server environments
- Responded to problems with applications & servers from alerts generated by monitoring software (Nagios, etc.) and user reports
- Worked with hosts & service providers (RackSpace, AWS, etc.)
- Provided analysis of data generated from tools including server logfiles, Munin, Google Analytics, etc.

## **Management, Hiring, and Training**

- Prioritized work for contractors and staff on criteria from availability to client priority
- Supervised staff and contractors, including backend and frontend developers, system administrators, designers, and project managers, and evaluate their work
- Hired technical and nontechnical staff and contractors
- Trained coworkers, contractors, and client staff

## **Freelance Web Developer & Technical Project Manager**

September 2005 — July 2013

After graduating from high school I worked with many non-profit and small business clients on a wide variety of projects. My freelance work has included print and web design, web development, technical decision-making, vendor selection, and technical point of contact with vendors.

## **Web Development, IT, Design, Marketing** Boston Organics,

Charlestown, MA

June 2010 — July 2011

Boston Organics delivers organic fruits and vegetables to homes and offices throughout the Boston area. They're a great organization with a good moral compass and internal culture. I started working part time in the warehouse and before long, moved into the office.

I had a large number of technical responsibilities, including advising technical decisions, doing LAMP-stack web development, maintaining and building features for internal Microsoft Access applications, system administration and IT work for Linux and Windows, and web and print design. My duties also included marketing: I wrote almost all copy on the website as well as a weekly newsletter, I regularly did data analysis on site traffic and online customer behavior to guide decision making, handled donation requests, staffed booths at events, and talked with vendors and media.

## **Visual Resources Intern** University of Chicago Visual Resources Center, Chicago, IL

September 2005 — August 2009

I spent four great years in the Art History Department's Visual Resources Collection. The VRC's mission is to serve the University of Chicago community and aid in the teaching of art history. During my time with the VRC, this involved the deliberate, planned transition from physical materials like lantern and 35mm slides to digital images.

I developed new workflows and routines to make digitization more efficient, using my previous technical expertise to automate tedious tasks. Many of these tools are still in use today.

I also trained staff members and fellow work-study students and wrote tutorials and guides, and researched and advised lab and classroom equipment purchases.

And of course, I scanned many, many thousands of images, and developed a lifelong appreciation of art.

## **Business Development Intern** A9.com, Palo Alto, CA

February 2005 — March 2005

At A9.com (part of Amazon.com), I had the opportunity to work closely alongside a group of seasoned professionals working on some of the most exciting projects Amazon had going. I experienced a lot in a very short time, from learning about the technological processes of some extraordinarily complex systems, to seeing how teams are managed in an organization the type and shape of Amazon, to, perhaps most importantly, talking with very wise people who had experienced start-up culture in the late 90s, weathered the bubble bursting, and now continued in their field while settling down and raising families. I still think about these experiences nearly a decade later.

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## **Education**

## **AB, Philosophy** University of Chicago, Chicago, IL

September 2005 — June 2009

- Cape Town Study Abroad
- An Uncommon Turbine (<http://uncommonturbine.blogspot.com/>)

## **High School** The Putney School, Putney, VT

September 2002 — June 2005

- Student Trustee
- Student Dormhead
- Yearbook Editor

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*This résumé is current as of January 4, 2016. For the most recent version, please see <https://matthewmalinowski.org/resume>.*