MATTHEW J. LEE

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SUMMARY

Passionate and self-motivated Technical Project Manager with an engineering and MBA background. Skilled in Work Breakdown Structures, Gantt charts, Budgeting, Jira/Confluence, Burn-Up/Down Charts, and Scrum, Waterfall, Agile, and Hybrid Frameworks. Lead a team of engineers at a deeptech 3D bioprinter company that prints tissues aimed at one day being implanted into human bodies. Held the full-cycle of engineering positions in aerospace for proficiency in: prototyping, design-for-manufacturing, thermal analysis, vibration analysis, finite-element-analysis, production, integration, testing, and launch. Founded alcohol and shoe customization businesses to gain accelerated experience in: sales, business development, business strategy, product development, networking, negotiation, e-commerce, branding, marketing, government regulating agencies, and finance.

SKILLS

Technical Project Management: Scrum, Agile, Waterfall, Gantt, Work Breakdown Structures, Burn-Up Charts, Burn-Down Charts, Budgeting, Scheduling
Engineering: Computer Aided Design (CAD), Finite Element Analysis (FEA), Design-for-manufacturing (DFM), GD&T, Tolerance Stacking, ANSI/ ASTM Y14.5, Sheet Metal, Die Casting, Molding, Metal Frames & Structures, CNC, Interconnect Diagrams, PCB/ FPC, Lean/ Six Sigma, Green Belt, SAP, Kaizen Events, Root-Cause-Analysis (RCA), Javascript, C++, Python, HTML5, Microsoft Office Suite
Business: Sales, Business Development, Business Strategy, Product Development, Negotiation, E-commerce, Branding, Marketing, Government Regulating Agencies, Finance, Entrepreneurialism, Operations

SOFTWARE

Technical Project Management: Jira, Confluence, Wrike, Asana, Monday.com, Excel, Smartsheet

Engineering: Solidworks, Autodesk Inventor, CATIA, AutoCad, Matlab, I-deas, UG NX

Business: Zoho CRM, Quickbooks, Excel, Canva, Photoshop, Illustrator, Affinity Designer, Affinity Photo

EXPERIENCE

Certification in Technical Project Management
UC Berkeley

- Websites: Wrike, Asana, Monday.com, Atlassian Jira and Confluence
- Expert Administrator level proficiency with Jira and Confluence
- Software Development Methodologies: Agile, Scrum, Kanban, Waterfall, Lean, Extreme Programming, DevOps, Hybrid, Agifall, Wagile
- Tools: Kanban Board, Scrum Board, Gantt Chart (Scheduling), Budgeting
- PSM1 (professional scrum master) Certified
- 270 hours coursework and 20 hours Udemy Jira proficiency

- Documentation: Work Breakdown Structure, Activity Diagram, Project Charter, Project Test Plan, Task List, Lessons Learned, Risk Analysis, Quality Management Plan, Resource Management Plan, Communications Matrix

VP of Engineering
Frontier Bio
- Summary: responsible for every engineering aspect of a bio 3D printer
- 3D Biological printer: Pneumatic, FFF, and Microvalve Technology, Electro-hydrodynamic Printing (EHDP)
- Design physical components with Autodesk Inventor 2019
- Program in G-code, C++, and Python
- Manage a team of engineers to create a go-to-market product
- Solidworks Simulation: Structural, Thermal, Dynamics, Frequency
- Working with CEO on lead generation and seed rounds fund raising. Directly involved with raising our initial $400k from Taizo Son.

Certified Principal Engineer
Lockheed Martin
- Summary: ensure subassembly functionality prior to vehicle integration
- Principal Engineer responsible for mission-critical solar array release mechanisms ($10k/satellite) on SBIRS high value ($19.2B) early missile detection satellite
- Principal Engineer responsible for a satellite rotary encoder (high precision angle measuring device) ($100k ea) on SBIRS
- Managed 100+ part and subassembly drawings, test procedures, and requirements documents. Inspected over 400 incoming hardware parts
- Tested assemblies in vibration, thermal, ambient, and acoustic environments
- Managed vendor schedule, relationship, meetings, and travel
- Demonstrated critical decision making by leading failure review boards and non-conformance reviews
- Wrote, updated, and released 20+ mechanical procedures

Spacecraft Manager
Lockheed Martin
- Summary: lead teams to integrate subassemblies onto satellites
- Worked on assembly, test, and launch operations of high-value commercial satellite programs: MUOS ($7.4B), GeoEye ($1.29B), and JCSAT ($275M ea)
- Lead cross-functional teams to efficiently execute daily tasks in a hi-bay, clean room environment
- Certified Test Conductor for mechanical, electrical, thermal chamber, vibration chamber, and acoustic chamber operations
- Created plan of the day and coordinated labor, hardware, needed staff
- Lead 12+ workers through mechanical drawings and procedures

Mechanical Engineer
Lockheed Martin

- Summary: design and prototype a subassembly
- Designed, drafted, and tested a mechanical package of circuit card assemblies and accelerometers on the FBM ($100B) submarine launched missile defense program
- Created, released, and managed 25 drawings in the EPDM system
- Worked with dynamics, thermal, electrical, and circuit card assembly teams
- Performed presentations for the customer during quarterly reviews and PDR

Operations Leadership Development Program
Lockheed Martin

- 1st rotation in Facilities Management. Managed buildings on our campus and real estate deals
- 2nd rotation worked as a Buyer processing orders to our vendors in SAP
- 3rd rotation worked in Lean/ Six Sigma group. Facilitated events and recorded $500k cost savings. Obtained Green Belt.
- 4th rotation Deputy Program Manager. Helped with request for proposal for a new badge entry system.

CERTIFICATIONS

Certification in Technical Project Management – University of California, Berkeley
Certificate in Operations Leadership and Organizational Management – Drexel University
Lean/ Six-Sigma Green Belt Certification

EDUCATION

Master of Business Administration – Carnegie Mellon, Tepper School of Business
M.S. in Mechanical/ Aeronautical Engineering – University of California, Davis
B.S. in Mechanical/ Aeronautical Engineering – University of California, Davis