

Matthew Nicolai

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EDUCATION:

B.A. in Political Science, University of California, Riverside

September 2015 – June 2019

• *Magna Cum Laude*, 3.8 Cumulative GPA, 4.0 Major GPA

LANGUAGE AND TECHNICAL SKILLS:

- Fluent in English and Aramaic, elementary knowledge of Spanish and Farsi, formal education in Classical Latin
- Experienced user of AutoCAD, Solidworks, Microsoft Office, Adobe Suite, Google Suite, Intuit/Quicken, and 95 WPM typing speed

RELEVANT PROFESSIONAL EXPERIENCE:

Criminal Division Legal Assistant, U.S. Department of Justice, Los Angeles, CA.

August 2019 – Present

- Providing litigation support to the International Narcotics, Money Laundering, and Racketeering Unit of the U.S. Attorney's Office
- Facilitating the investigative procedures of the Organized Crime Drug Enforcement Task Force and other agency components
- Aggregating data through the use of various applied legal instruments and performing tasks related to compliance and policy review

Logistics Manager, Vista Marble, Inc., North Hollywood, CA.

June 2015 – Present

- Assisting with the oversight of general construction and stone fabrication/installation projects being undertaken by the company
- Routinely corresponding with clients, builders, and other project stakeholders to ensure project completion in a timely manner
- Responsible for issuing purchase orders, creating quotations/estimates, managing payroll, and other administrative responsibilities

Technical Assistant, UC Riverside Economics Department

February 2019 – June 2019

- Utilized technological resources to study the economic impact of homelessness on residential property values throughout the region
- Diagnosed and resolved various computer hardware, software, and connectivity issues throughout the department
- Effectively communicated with technical and non-technical users, demonstrating high levels of patience and diligence

Senior Research Assistant, UC Riverside Political Science Department

December 2018 – June 2019

- Analyzed the effectiveness of intergovernmental policy platforms by utilizing qualitative and quantitative analytics
- Contributed to a working-paper investigating the relationship between theories of property rights and foreign investment performance

President, UC Riverside Interfraternity Council

November 2017 – December 2018

- Tasked with the oversight, governance, and representation of multiple student organizations, totaling over 500 constituents
- Established rapport between student organizations, campus officials, non-profit organizations, and government representatives

SCHOLARSHIPS AND HONORS:

- 2019 UC Riverside Outstanding Senior in Political Science (sole campus-wide recipient)
- 2019 California Homebuilding Foundation/Florian Endowed Scholarship in Political Science (sole campus-wide recipient)
- 2018-2019 Borelli Family Leadership Scholarship (sole national recipient)