



MATTHEW SPANARKEL

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EDUCATION

- 2018 **MASTERS OF ARCHITECTURE** • *The New School, Parsons School of Design* • New York, NY
Student Council Representative for M. Arch program, 2015-2018
Field Studies: Jakarta • SAR Hong Kong • SAR Macau • Shenzhen
- 2015 **MASTERS OF BUSINESS ADMINISTRATION** • *Pace University, Lubin School of Business* • New York, NY
Major: Investment Management • Cum Laude with Beta Alpha Psi Honors
Field Studies: Copenhagen • Stockholm • Beijing • Shanghai • Dubai • Doha
- 2013 **BACHELORS OF ARTS** • *Lehigh University, College of Arts & Sciences* • Bethlehem, PA
Major: Architecture • Minors: Engineering, Studio Art & Theater

EXPERIENCE

- Jul 2021-Dec 2022 **IMPLEMENTATION & PROJECT MANAGER / PROGRAM MANAGER / FIELD SERVICES MANAGER**
HOPIN Inc., Strategy & Operations / Customer Success • Jersey City, NJ (Remote)
-Managed agency partners & a team of 10 technician consultants for all global Hopin On Site Client Events.
-Lead risk auditor & executive approver for all sales opportunities globally with On Site product lines.
-Customer Success Manager from contract signature to first Event for key & strategic high revenue clients.
-Oversaw full scale On Site product suite registrations for all high priority demand generation events including IMEX, IBTM World, PCMA & provided on site sales engineering during trade shows.
-Created & implemented a new multi phase operation & logistics plan for a team of 20 in the USA & Europe.
-Collaborated cross-functionally with Sales, Finance, Customer Success & Support to improve On Site service lines, maintain compliance & implement new global company policies & procedures.
- Jul 2018-Jul 2021 **TECHNOLOGY CONSULTANT**
Boomset Inc., Event Software Solutions • New York, NY
-On-Site Team Leader for domestic & international events with 100 to 25,000 attendees.
-Primary Client Manager from pre-event setup until conclusion of event.
-Provided Event Staff with real-time troubleshooting & management decisions.
-Maintained client relationship & facilitated client retention for future events.
- Nov 2018-Nov 2019 **ASSOCIATE PROJECT MANAGER**
CBRE, Project Management, Global Workplace Solutions • New York, NY
-Dedicated Project: 361,000 square foot global headquarters relocation with a total estimated cost over \$150M.
-Managed over 20 consultants to facilitate the design process from schematic design to construction documents including submissions to NYC DOT, MTA & DOB Agencies.
-Led landlord & property management relations on a multi-phase floor takeover through demolition.
-Tracked workplace strategy & change management from interviews/data collection to program analysis.
-Collaborated with Project Manager to administer the procurement process including managing RFPs & RFIs, vendor interviews, bid leveling & vendor recommendations.
- Feb 2020-May 2020 **PROJECT MANAGER / OPERATIONS MANAGER**
Oct 2015-Jun 2018 **The New School, Strategic Enrollment Management: Office of Admission Events** • New York, NY
-Supervised a team of 6 in day to day business operations & department quarterly goals.
-Oversaw logistics & budgets for 200 annual events both regionally & internationally with 30 to 3000 attendees.
-Primary contact & supervisor for vendors, support staff & building operators from pre event to post event.
-Managed event scheduling, event analysis reports, and incoming event requests from clients.
-Coordinated successful collaboration on firm deadlines across multiple departments including marketing, academic advising, fire and safety, upper management & facilities.
-Spearheaded successful initiatives for internal and live event processes from concept to execution.

SKILLS AutoCAD • Rhinoceros • Sketchup Pro • V Ray • Revit • Laser Cutting • Kahua • Makerbot 3D • CNC
Adobe Suite • Corel • Stat Tools • Arc GIS • AGI 32 • Microsoft Office Suite • MS Project • Dealhub
Google Suite • Slate CRM • Hobsons CRM • Gainsight • ClickUp • Zapier • Squarespace • Hopin • Salesforce

LICENSES New Jersey Licensed Real Estate Agent • US Sailing Level 1 Instructor Certification