

# Matthew K. Oki

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916-505-8005

## EDUCATION

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**Bachelors of Science Biology**, Loyola Marymount University, Los Angeles, CA      Expected May 2017

**Diploma Awarded**, Christian Brothers High School, Sacramento, CA      May 2013

- GPA: 3.83/4.0

## EXPERIENCE

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**Dental Intern**, Sacramento Dental Complex, Sacramento, CA      Summer 2016 – current

- Assist Dr. Carolyn Ishii in general cleanings, fillings, and crown repair
- Shadowed Dr. Charles Stamos in Orthodontics
- Shadowed Dr. Gregory Heise in Oral Surgery
- Will be shadowing more during summer in multiple sub-specialties

**LMU Event Services**, Loyola Marymount University, Los Angeles, CA      2015 – current

- Organized and reserved facilities for LMU faculty and staff on campus events
- Efficient and affective at paper-file organization and telephone interactions
- Skilled with the programs Social Tables and 25live – the LMU event planning program

**LMU Conference Services**, Loyola Marymount University, Los Angeles, CA      Summer 2015

- Organized and reserved off-campus groups' day and overnight events for LMU
- Groups included international families staying at LMU
- Making and distributing room keys
- Checking in groups to their rooms
- On-call for the clients after hours

**LMU Athletics Facilities Assistant**, Loyola Marymount University, Los Angeles, CA      2013 – current

- Public Announcer for soccer games
- Scoreboard for various sports
- Cameraman for soccer and baseball
- Statistics delivery for media and teams
- Facilities and equipment set-up and break-down of all sporting events
- Media coordination for basketball games

**Farm Service Provider**, J and L Farms, Yuba City, CA      2000 – current

- Responsible for maintaining worker and equipment safety

- Assisted in machinery maintenance
- Reliably maintained orchard crops by watering, trimming, harvest, and various field services

**Community Volunteer**, Various, Sacramento, CA 2009 – 2013

- Developed and led project to assemble survival packs for homeless youth
- Assisted culturally focused non-profit organizations with grant writing, special events, and general office support
- Inventoried and organized emergency supplies for homeless and low income families
- Provided home maintenance and yard service support for elderly and disabled individuals

**Office Assistant/Teacher Assistant**, Christian Brothers High School, Sacramento, CA 2012 – 2013

- Delivered correspondence to students and staff
- Filed educational documents
- Completed general office support as requested
- Assisted Spanish students with class assignments
- Reviewed and scored Spanish student assignments

**Club Baseball**, Loyola Marymount University, Los Angeles, CA 2013 – current

**Freshman and Jr. Varsity Baseball**, Christian Brothers High School, Sacramento, CA 2009 – 2011

## **FORMAL RESEARCH**

**Research Assistant**, Loyola Marymount University, Seaver College of Science and Engineering  
Ballona Creek Rainwater Runoff Collection (2016), Dr. John Dorsey

## **ADDITIONAL SKILLS**

- Four years of Spanish language study
- Multicultural skills from community and travel
- Proficient in Microsoft Word, Excel, Internet Research, Social Media applications, and Telephone interactions

## **MEMBERSHIPS**

- Asian Pacific Islander Club, Christian Brothers High School
- Japanese American Citizens League: Student Member
- Yuba Sutter Farm Bureau
- LMU Club Baseball