

# MATTHEW J. RUETTEN, CPE-IT

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## CAMPUS ADDRESS

2109 11<sup>th</sup> Ave E Apt. 2  
Menomonie, WI 54751  
Cell: (763) 670-3278

## PERMANENT ADDRESS

12565 Buchanan St. NE  
Blaine, MN 55434  
Home: (763) 754-3925

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Objective: To obtain a full-time position in the facilities aspect of engineering, or comparable position

Education: **University of Wisconsin – Stout, Wisconsin’s Polytechnic University**, Menomonie, WI  
Bachelor of Science: **Engineering Technology**, Concentration: **Facilities**  
Completed 110 credits to date, cumulative **GPA of 3.73**  
Anticipated graduation date: May 2008  
Received five Chancellors awards for academic achievement and two four-star awards (4.0 GPA)

### Relevant Courses

- Maintenance Management
- Production and Operations Management
- Calculus I / Physics I & II
- Architectural Technology

### Computer Skills

- AutoCAD
- TMA Systems Maintenance Software
- Microsoft Office Suite
- Microsoft Project

Experience: **Assistant Maintenance Coordinator**, UW-Stout, Menomonie, WI (May 2006 – Present)

- Locate, identify, and tag all maintenance prone equipment in all campus buildings
- Develop Preventative Maintenance tasks and schedules for each piece of equipment using TMA
- Troubleshoot, design, and propose architectural facility, grounds and maintenance projects
- Perform physical maintenance of facilities

**Assistant Project Coordinator**, UW-Stout, Menomonie, WI (June 2007 – September 2007)

- Contact, meet and walk through project sites with contractors, vendors, and UW-Stout staff
- Gather information, specifications and research for ongoing projects
- Create architectural drawings, present project proposals - manage with Microsoft Project

**Building Manager**, Student Center, UW-Stout, Menomonie, WI (April 2006 – Present)

- Serve as ambassador and provide customer service to ensure quality of building events
- Supply assistance in areas of security, emergency situations, and money handling
- Troubleshoot and address problems with organization and facility operations

Credentials: **Certified Plant Engineer - In Training (CPE-IT)**, full certification awarded pending experience

Activities:

- **President, AFE** (Association for Facilities Engineering) UW-Stout Student Chapter
- Member - University Centers Project Planning Committee; make recommendations for and contribute to the proposal of University Center’s renovation in the planning & design phases
- Member - **Epsilon Pi Tau** – The International Honor Society for Professions in Technology
- Spent March 11<sup>th</sup> - 18<sup>th</sup> 2006 in Waveland, MS for Hurricane Katrina Relief
- Participate in Intramural Athletics; Doubles Racquetball Champion in 2005, 2006 & 2007

References: Available upon request