

# Mathieu Landretti

[mlandretti@gmail.com](mailto:mlandretti@gmail.com) • (612) 388-0540

## Summary

---

Information professional with 7+ years of experience building and managing digital platforms for organizations in cultural heritage and the laboratory technology sector.

## Education

---

### Master of Information Studies (MIS)

#### McGill University, Expected 2026

Ongoing coursework in information system design, metadata management, data mining, cataloguing (MARC21, RDA), digital curation, information literacy, and information security (ISO 27001).

### Bachelor of Arts (BA), mathematics minor in computer science

#### University of Minnesota

Coursework in real analysis, abstract algebra, combinatorics, dynamical systems, linear algebra, and algorithms.

### Associate of Science (AS), data science

#### Saint Paul Community and Technical College

Coursework in database design, statistics, data structures, computer architecture, R, Python, and Java.

## Experience

---

### English-Language Arts Network

#### IT Consultant

Montreal, QC

Sep. 2025 - Present

Leveraged Microsoft Office365 Lists, Forms, and Power Automate to redesign the grant intake system for the Artists Inspire Gant (AIG) program that annually distributes \$460,000 to Quebec-based artists; leveraged Power BI to automate reporting for AIG; developed new booking system for the Community Digital Arts Hub.

### Atwater Library and Computer Centre

#### Digital Literacy Facilitator (Part-time)

Westmount, QC

Feb. 2025 - Present

Facilitate dozens of private instruction sessions and courses for the Digital Literacy Project; host the Peer Café, a free, weekly, online, drop-in tech help hub.

### Atwater Library and Computer Centre

#### Education Program Coordinator (Internship)

Westmount, QC

Jun. 2025 - Aug. 2025

Developed curriculum for 8 courses including a new Web Design Basics course, co-ran drop-in tech help sessions, and drafted library resources and policy on the ethical and appropriate use of AI tools for the Digital Literacy Project.

### Elemental Scientific

#### Inventory Manager

Little Canada, MN

Jun. 2016 - May. 2024

Managed an inventory of 3,000+ items including laboratory equipment, glassware, and chemicals for a wide base of customers; managed employees and supervised the work of others; coordinated freight shipping of large equipment such as centrifuges; knowledgeable of Title 49 shipping regulations and policy application.

### Green Science Solutions

#### Website Administrator (Part-time)

Little Canada, MN

Jan. 2020 - May. 2024

Administered the company website, mail server, and cloud storage; conducted a successful Office365 migration; wrote copy for marketing materials and website; periodically helped service technicians install, service, and test machinery; wrote grant applications.

**BME Lab and Science  
IT Manager (Part-time)**

**Little Canada, MN  
Jun. 2016 - Mar. 2024**

Administered company's website, mail server, local network, and cloud storage; managed IT assets; sustainably disposed of e-waste by coordinating with local recycling centres; developed a Flutter application to help service technicians track installed parts and service history.

**Saint Paul Community and Technical College  
Peer & TRIO Tutor (Part-time)**

**Saint Paul, MN  
Oct. 2018 - May. 2020**

Tutored non-traditional students in the algebra series, pre-calculus, trigonometry, calculus series, introductory statistics, communications, and Microsoft Office; facilitated semester-long interpersonal communication study group with 5-10 students.

**Volunteering**

---

**Saint Paul College Computer Science Advisory Committee  
Member**

**Saint Paul, MN  
Oct. 2025 - Present**

Attend biannual meetings to provide professional advice to improve the computer science curriculum.

**ASIS&T McGill Student Chapter  
Master's Student Representative**

**Montreal, QC  
Oct. 2024 - Present**

Promote chapter events to MIST students; help coordinate, plan, and set up workshops and symposiums.

**Minnesota State Senator John Marty  
IT Advisor**

**Roseville, MN  
Sep. 2017 - Present**

Help maintain MN State Sen. John Marty's technical infrastructure by administering his web server, hosting provider, and email marketing platforms while also providing technical advice.

**Awards**

---

- First Place Award, AMATYC Student Research League, 2020.
- American FFA Degree, National FFA Organization, 2019.
- Mu Alpha Theta Two-Year-College Scholarship Recipient, Mu Alpha Theta, 2019.

**Skills**

---

- **CMS/CRM:** WordPress, Access to Memory, Squarespace, Hubspot, Mail Chimp, Email Octopus.
- **DevOps Tools:** cPanel, GitHub, phpMyAdmin.
- **DBMS:** MySQL, MariaDB, Supabase.
- **Operating Systems:** Windows: 7, 10, 11; Linux: Debian, Ubuntu, Arch.
- **Productivity Tools:** Microsoft Suite: Power BI, SharePoint, Lists, Power Automate, Word, Excel, Outlook, Teams, Access, Bookings; QuickBooks; Canva; LaTeX.
- **Programming Tools:** R, Dart, Python, SQL, HTML5/CSS3, XML/XSL.