

Matthew Lizak

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Professional Summary

Operations Strategist with experience in government consulting, supply chain planning, business development, and marketing. I am studying Operations & Supply Chain Management at the University of St. Thomas and work at Palestra on the LiDAR scanning of ancient ruins in El Salvador.

I look forward to working on very difficult problems at companies with novel solutions no one else is trying. I want to secure supply chains, drive cost savings, organize global and domestic logistics and build systems that 10x efficiency.

Experience

The Boring Company, Operations & Supply Chain Intern

Las Vegas, NV
Summer 2024

- Built MRP systems transitioning from reactive to predictive purchasing based on lead time demand
- Executed end-to-end procurement, processing all purchase orders, managing invoicing, and coordinating delivery logistics for Las Vegas operations
- Led cost reduction supplier qualification project for a key tunnel component, providing daily testing updates to the President and executive management
- Developed Standard Operating Procedures (SOPs) adopted company-wide to standardize workflows and improve operational efficiency
- Managed international logistics and customs operations, coordinating with 3PL providers and securing customs releases for seamless shipments
- Maintained inventory accuracy through regular audits, created organized kitting systems, and worked with S/R team to make sure shipments made it to requestors

Palestra, Operations Lead

Remote & El Salvador
March 2023 - Current

- LiDAR-based Drone research searching and studying Mayan Structures in collaboration with the El Salvador Ministry of Culture
- Working with the Government of El Salvador to bring their country to the frontier of tech and innovation with SAFE investment contract, commercial code reform, and informed consent healthcare being put into law
- Hosting Palestra Forum events in El Salvador with speakers that are experts in their fields, curating a group of people ready and willing to work on projects that will change El Salvador for the better

Urbt Foundation, Marketing Manager

Remote & Portugal | 2023

- Led marketing efforts across social media platforms, created merchandise and NFTs, and coordinated major events including the sold out Blimp Event and serving as Master of Ceremony for Urbt Assembly 2023 in Lisbon

CodeStates, Head of Community

Remote | 2022

- Managed community engagement for an education-focused DAO in the Web3 space, coordinating communication across Discord and Twitter platforms

Projects & Accomplishments

Agreement with Ministry of Culture for LiDAR scans of Mayan Sites

- Negotiated and secured formal agreement with El Salvador's Ministry of Culture to deploy advanced LiDAR technology for archaeological surveying—establishing Palestra as a key partner in national cultural heritage preservation

Education

University of St. Thomas, B.S. Operations & Supply Chain Management

Sept 2022 - May 2026