

Matthew Lizak

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Professional Summary

Operations strategist studying Operations & Supply Chain Management at the University of St. Thomas 📄. Business Operations Manager at Axiomatic Systems; previously interned at The Boring Company and worked with Palestra on LiDAR scanning of ancient ruins 📄 in El Salvador.

Experience

Axiomatic Systems 📄, Chief of Staff

Current

- Manage payroll processing, tax filings in multiple states, and insurance administration
- Oversee day-to-day financial operations including vendor fees and software subscriptions across departments
- Run payroll and benefits administration through Gusto and coordinate meetings and scheduling for the CEO

The Boring Company 📄, Operations & Supply Chain Intern

Las Vegas, NV
Summer 2025

- Led supplier qualification project for a key tunnel component with daily CEO updates on testing progress
- Built MRP systems transitioning from reactive to predictive purchasing based on lead time demand and standard operating procedures to standardize workflows and improve efficiency
- Executed end-to-end procurement for Las Vegas operations, managing over \$350K in purchase orders including delivery coordination, international logistics, and customs clearance

Palestra 📄, Operations Lead

Remote & El Salvador
2023 - Present

- 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, curating a group of speakers and attendees ready to work on projects that will change El Salvador for the better

Urbit Foundation 📄, Marketing Manager

Remote & Portugal
2023 - 2024

- Led marketing efforts across multiple social media platforms to grow the Urbit ecosystem, and served as Master of Ceremony for the main stage at Urbit Conference in Lisbon, Portugal

Selected Projects

CarryOn 📄 — Supply/demand matching system connecting volunteer drivers with people who need food delivered from nearby food shelves. Designed and shipped in 24 hours; winner of the St. Thomas 24hr Buildfest Hackathon (Tommie Buildfest 2026 📄).

Skills

Excel, Access, Power BI, R, Oracle, Gusto, AI-Assisted Workflow Tools

Education

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

Sept 2022 - Dec 2026