

# Mat Carlile

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## Summary of qualifications

- Skilled problem solver with a track record of successfully identifying and resolving organizational issues.
- Proactive and project-oriented individual with a strong sense of initiative.
- Proficient in data analysis and generating comprehensive written reports on complex matters.
- Efficient, hardworking, honest, quick learner, innovative, and excellent communicator.
- Demonstrated ability to comprehend and apply complex policies, procedures, and laws.
- Experienced in project management.

## Education

Master of Public Administration, Brigham Young University Marriott School of Management (April 2002) GPA 3.8

Bachelor of Science in Sociology, Weber State University (June 1995) GPA 3.7  
graduated Cum Laude

## Work Experience

*2004- Present* Department of Environmental Quality, State of Utah  
Environmental Planning Consultant

- Collaborated with local health departments to manage emission and inspection programs.
- Coordinated clean vehicle program administration and policy measures at the Utah Division of Air Quality.
- Raised public awareness of the clean vehicle program and addressed inquiries.
- Provided technical assistance on mobile source emissions.
- Secured over \$6 million for the Utah Clean School Bus Retrofit and Replacement project through collaboration with state, local, and other stakeholders.
- Collaborated with stakeholders, advocacy groups, Utah legislators, and other government offices to develop several incentive programs.

*2002-2004* Office of the Auditor General, State of Arizona  
Performance Auditor

- Conducted objective and systematic examinations of government organizations, program activities, and functions.
- Evaluated resource allocation to ensure optimal productivity in delivering goods or services.
- Certified efficient staffing levels and identified areas of unnecessary duplication of effort.
- Gathered and analyzed data for studies and reports, providing recommendations based on findings.

*1997-2002*          Department of Workforce Services, State of Utah  
Employment Counselor

- Managed, supervised, monitored, and mentored a caseload of 100+ clients while maintaining professionalism under pressure.
- Conducted interviews and determined appropriate actions.
- Applied complex policies, procedures, and laws to assist clients.
- Developed and administered surveys to assess individual interests and skills.
- Collected and analyzed statistical data, generating easily understood reports.
- Provided leadership and vision for service administration.

**Technical Skills**

Proficient in Excel, Word, PowerPoint, Access, Dreamweaver, and other related software and databases