

MATTHEW CLINCO

Workplace Ops | Controls & Compliance | Vendor Performance & Capex

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LEADERSHIP HIGHLIGHTS

Request closeout (65% → 95%):

Closed the loop on service requests with standardized intake, clear ownership, and enforced closeout, reducing repeat issues.

Maintenance uptime (PM ~90%):

Brought preventive maintenance under control using asset lists, work history, and scheduled work, reducing downtime in a legacy environment.

Vendor outcomes (~\$75K/year):

Enforced scopes, response standards, and escalation paths, improving service quality and lowering annual spend across a broad supplier mix.

Capital delivery (\$2.5M, ≤5%):

Delivered two redevelopments from planning/permitting through closeout; enforced scope discipline & change control to protect schedule and budget, holding change orders near ~3%.

Audit posture (~95% docs):

Established an inspection cadence and compliance tracking across insurance, habitability, Fair Housing, and building standards, strengthening documentation quality and minimizing exceptions.

Operating scale: Sustained reliable, high-tempo operations during peak demand while managing a multi-vendor ecosystem with defined standards and escalation paths.

WORKPLACE OPS CONTEXT

Internal workplace operations ·
Multi-site environments ·
Regulated, inspection-driven

Executive-facing ownership ·
Sustained audit readiness ·
Closed-loop execution

EXPERIENCE

Enterprise Solutions Associate | BlinkMetrics | October 2025 – Present

- Led executive and operator-facing discovery sessions for ERP-integrated analytics, translating requirements into clear next steps and improving meeting-to-action conversion by 15%.
- Produced decision-ready proposals and executive communications that shortened cycle time by ~5 days and improved win rates by ~5%.
- Facilitated live stakeholder alignment across technical and operational teams, accelerating evaluation and shortening cycle time by ~7% across 8 enterprise accounts.

Owner's Representative / Project Manager | Barclin Properties, Los Angeles, CA | 2019 – Present

- Led end-to-end redevelopment of two high-net-worth residential properties; delivered on schedule and held budget variance to ≤5% across \$2.5M in capital work.
- Standardized vendor service delivery and maintenance controls across a nine-property portfolio; reduced urgent/after-hours incidents by ~20% and cut first response time to ~24 hours.
- Led cross-functional delivery for structural and major system upgrades; limited change orders to ~3% (~\$75K) through scope discipline and documented decisioning.
- Implemented inspection and compliance tracking (insurance, habitability, Fair Housing, building standards); reduced annual exceptions to ~1 and increased documentation completeness to ~95%.
- Owned invoice review, approvals, and capex/opex tracking; drove ~\$75K in cost avoidance through bid leveling, renegotiation, and change control.

Chief Financial Officer & Vice President | Skylight Gardens, Westwood, CA | 2010 – 2024

- Owned full P&L, staffing, compliance, and operating execution for a high-volume hospitality business generating ~\$65M in gross revenue, leading teams up to 85 across FOH/BOH/admin.
- Increased gross revenue by ~50% post-2015 while sustaining ~5% margin performance through budgeting discipline, purchasing approvals, and expense governance.
- Stabilized performance following partnership restructurings (2014, 2016) by installing operating controls and accountability cadences; improved operating margins by ~5%.
- Standardized vendor contracting and service expectations; reduced vendor-related service failures by ~20% and lowered annual vendor spend by ~\$75K on ~\$1.5M in vendor expenditures.
- Established a closed-loop service request and maintenance control framework (intake-to-closeout tracking; asset inventory and planned work), increasing closeout compliance from ~65% to ~95% and planned-maintenance completion to ~90%.
- Led recurring inspections and audits across licensing, labor, and safety; maintained 0 major findings across recurring audits and inspections over 14 years.

Personal Financial Manager | Private Estate / Bambi Byrens, Beverly Hills, CA | 2008 – 2010

- Directed financial, legal, and administrative operations for a \$50M estate with strict confidentiality and audit-ready records.
- Standardized document control and approval routing; reduced turnaround time from ~7 to ~4 days and cut retrieval time to ~5 minutes, with ≤1 exception per review.

Public Relations Honors Intern | Cerrell Associates, Los Angeles, CA | 2006 – 2007

- Served as special assistant to ownership and senior leadership, preparing briefings, correspondence, and confidential materials.
- Coordinated media outreach with local and community outlets to advance client messaging.
- Developed PR materials and monitoring workflows for stakeholder communications.
- Assisted with judicial campaign outreach for the 2008 election cycle, including community engagement and messaging logistics.

EDUCATION

University of Southern California (USC) | Los Angeles, CA | 2003 – 2007

Bachelor of Arts, Political Science & Communication | Cum Laude, Honors Program Graduate, 2007