

MATTHEW KUCA

PROCUREMENT ADMINISTRATION | IT SUPPORT | CYBERSECURITY | TECHNICAL OPERATIONS

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PROFESSIONAL SUMMARY

Customer-facing operations and procurement professional with 8+ years of experience coordinating service workflows, preparing quotes, supporting vendors and customers, maintaining records, and translating technical details into clear next steps. Founder/operator of BestEstate LLC / BeeCNC with hands-on public-sector procurement experience across SAM.gov, Illinois BidBuy, DLA DIBBS, vendor registration, solicitation tracking, supplier sourcing, quote preparation, and bid documentation. Also bring hands-on technical aptitude with Microsoft Office/Excel, CRM-style workflows, n8n automation, APIs, Supabase/PostgreSQL, Google Cloud APIs, AI-assisted tools, and Google Cybersecurity Professional Certificate training in Linux, SQL, Python, SIEM tools, IDS, security risks, threats, vulnerabilities, and detection/response basics.

CORE SKILLS

Procurement & Administration: SAM.gov, Illinois BidBuy, DLA DIBBS, solicitation research, vendor registration, supplier sourcing, RFQ review, quote preparation, bid tracking, award follow-up, procurement documentation

IT, Cybersecurity & Systems: Technical troubleshooting, Microsoft Office, Excel, CRM systems, Linux, SQL, Python basics, SIEM/IDS basics, APIs, n8n, Supabase/PostgreSQL, Google Cloud APIs, AI-assisted tools

Operations & Customer Support: Customer/vendor communication, issue resolution, record accuracy, scheduling, invoicing, estimating, service coordination, B2B outreach, process improvement, remote communication

PROFESSIONAL EXPERIENCE

Founder / Procurement, IT & Automation Operations Lead | BestEstate LLC / BeeCNC

Burbank, IL / Remote | August 2025 - Present

- Founded and operate a registered public-sector procurement and resale business focused on low-complexity commodities, including hardware, fasteners, safety supplies, cleaning/janitorial products, office supplies, IT equipment, cables, batteries, and related items.
- Maintained vendor and procurement registrations across SAM.gov, Illinois BidBuy, DLA DIBBS, D&B/D-U-N-S-style business identity records, and related government-vendor onboarding workflows; operated under CAGE code 18B11 for DLA activity.
- Researched, screened, and tracked federal, state, county, municipal, and transit-adjacent procurement opportunities using SAM.gov, BidBuy, DLA DIBBS, Cook County/Illinois procurement portals, OpenGov, Public Purchase, and official agency sources.
- Prepared and submitted DLA quotes by reviewing RFQs, identifying line quantities, checking approved-source requirements, sourcing supplier pricing, calculating bid totals, recording vendor quote numbers, and tracking award/amendment status.
- Secured a first federal DLA award for BestEstate LLC / BeeCNC and created post-award fulfillment notes covering award review, shipping/VSM/WAWF workflow, buyer follow-up, and compliance checkpoints.
- Built automation and data workflows using n8n, APIs, Supabase/PostgreSQL, email alerts, Google Cloud APIs, Telegram API, and AI-assisted tools to identify, enrich, filter, and organize procurement opportunities and follow-up tasks.

Service Manager | Driven Auto Sales

Burbank, IL | March 2023 - June 2026

- Managed daily service operations, including customer intake, appointment scheduling, repair estimates, parts coordination, vendor follow-up, invoicing, and service record accuracy.
- Troubleshoot service issues by gathering information from customers and technicians, clarifying symptoms, timelines, costs, repair options, and next steps.
- Prepared and reviewed quotes, repair orders, warranty details, sublet charges, and billing records while coordinating workflows between customers, technicians, vendors, and management.
- Translated technical repair details into clear customer updates, helping non-technical customers understand recommendations and make informed decisions.

Sales Consultant | Midway Autohaus

Bridgeview, IL | June 2017 - January 2023

- Guided customers through product selection, demonstrations, financing conversations, objections, and purchasing decisions using a consultative approach.
- Maintained accurate customer follow-up, product knowledge, paperwork coordination, and post-sale handoff details across sales, finance, and service teams.
- Built long-term customer relationships through responsive communication, needs discovery, organized follow-up, and trust-based service.

TECHNICAL, PROCUREMENT & CYBERSECURITY PROJECTS

- Created SAM.gov API-based opportunity matching workflows supporting lead discovery, fit scoring, targeted alerts, and cleaner procurement research.
- Used CRM-style tracking to maintain opportunity records, vendor contacts, bid notes, supplier status, outreach history, and follow-up actions.
- Completed Google Cybersecurity Professional Certificate training covering Linux, SQL, Python, SIEM tools, IDS, asset/security-risk management, threats, vulnerabilities, and detection/response basics.
- Applied AI-assisted tools to summarize solicitation data, compare requirements, organize quote research, document workflows, and prototype business-process automation.

EDUCATION & TRAINING

Reavis High School - Diploma

Google Cybersecurity Professional Certificate (Coursera/Google), July 2026

Relevant training/coursework: Linux, SQL, Python, SIEM tools, IDS, Microsoft Office & Excel, IBM Data Science, Illinois Realtor School

Additional: Bilingual English/Polish communication; strong customer service, vendor coordination, technical learning, and administrative follow-up skills.

TARGET ROLE FIT

Target roles: Procurement Administrator, Procurement Coordinator, Administrative Coordinator, IT Support Specialist, Help Desk Technician, Service Desk Analyst, Technical Support Specialist, Junior SOC Analyst, Cybersecurity Analyst I, Technical Operations.

Target locations: Chicagoland, Chicago, Philadelphia, remote, hybrid, or relocation for the right opportunity.