**Matthew L. Leaver** matt.leaver@temple.edu

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

***Bachelor of Business Administration, Graduation: May 2017***

***Major: Management Information Systems*** ***|******Minor: Entrepreneurship***

Major GPA: **3.7** Dean’s List, Fall 2013, Spring & Fall 2014, Spring 2015

# ACTIVITIES & AWARDS:

* + - Director of Technology, HootaThon, Spring 2016 – Present
    - Member, Association for Information Systems, Fall 2015 – Present

# Member, Phi Beta Lambda (PBL) since Fall 2013, Social Chair, Fall 2015

* + - Studied Abroad at UCD in Dublin, Ireland, Spring 2016

EXPERIENCE: ERNST & YOUNG, Philadelphia, PA June 2016 – August 2016 **Risk Advisory Intern**

* Worked with IT auditing and client risk controls on multiple project teams of 5-10 people, utilizing on-the-job training and working directly with clients in the telecommunications and oil & gas industries.
* Completed manage access, manage change, and termination testing in order to assure secure and efficient IT processes, by both analyzing the client’s evidence with regards to risk control attributes and working heavily with Microsoft Excel.
* Communicated with clients and internal assurance teams in order to conceptualize and outline the IT processes and application relationships of clients, and documented via Microsoft Visio flowchart diagrams and IT process walkthroughs.
* Conducted SOC reporting by visiting client data warehouses across the northeastern United States with one coworker, while working and communicating with the home office remotely over the course of two weeks.

RENEWED LIFE FURNITURE, Lehighton, PA May 2015 - January 2016

**Small Business Operations**

* Worked part-time in a small start-up secondhand shop, often running the shop alone open-to-close and executing many daily tasks such as floor sales, pricing and item research, show-rooming, and purchasing inventory.
* Was responsible for customer outreach via email and calling, company social media presence, updating and controlling the company website, and photographing and measuring products to subsequently list online for sale.
* Often participated in brainstorming sessions for growing the business, including topics on advertising, sales, and process improvement.

TEMPLE UNIVERSITY, Philadelphia, PA August 2014 – May 2015

**CIS 1057 Lab Assistant**

* Assisted and co-taught a lab of 20+ students for a C language programming course.
* Instructed students on the syntax of the C language for course projects, while troubleshooting related technical issues during class, office hours, or over email.

# SKILLS:

* Familiarity with SQL, PHP, HTML, CSS, PDO, C, and Java.
* Experience with Microsoft Visio, Project, and especially Excel.
* Experience working with and creating prototypes using Justinmind.