**Matthew Duff**  tug76351@temple.edu

1918 N Gratz St, Apartment 2 | Philadelphia, PA | 19121 610.310.4227 

**EDUCATION Temple University** Graduation: May 2020

 Fox School of Business Philadelphia, PA

 Bachelor of Business Administration

 Management Information Systems

**EXPERIENCE Health Advocate, Inc.** Exton, PA

Employee Assistance Program (EAP) AssociateMay 2018 – August 2018

* Work within the Employee Assistance Program Division of Health Advocate; handles employee mental health concerns within major companies and corporations
* Perform basic data entry and management, via company databases and Intranet systems
* Help create, manage, and edit Microsoft Excel spreadsheets to store and organize financial and personal data
* Handled communication between clients and providers of our national EAP Network

 **Brinker Capital** Berwyn, PA

 Financial Accounting Intern May 2017 – August 2017

* Interned under the Chief Financial Officer
* Extensive work with Microsoft Excel, creating financial spreadsheets and Pivot Tables for the accounting and payroll departments
* Created infographics through Microsoft PowerPoint
* Proposed quarterly and annual financial projections for the next 10 years of the company
* Assessed, proofread, and approved financial documents and contracts

 **Global Advisers Wealth Management** New York, NYJunior Associate Nov. 2015 – April 2016

* Trained under the CEO of the company
* Made phone calls to prospective clients seeking Portfolio Management
* Wrote daily reports on individual stocks' conditions, changes in interest rates, and the current financial state of Fortune 500 companies
* Tracked the daily progress of the New York Stock Exchange, the economic progress of the United States, and the economies of other countries throughout Europe and Asia

**ACTIVITIES** Member, Temple Economics Society

 Member, Temple MIS Society

**SKILLS** Proficient in Microsoft Office

 Extensive work with Microsoft Excel

 Trained in Tableau

 Experience with Python, SPSS, and Piktochart