**Matthew Duff**  tug76351@temple.edu

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**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