

Matthew P. Nimey

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OBJECTIVE: To obtain an entry-level position in Finance or Marketing with an emphasis in brand management and new product development. *(The objective is optional)*

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2016
Major: Finance/Marketing
Certificate: People First Leadership Program
GPA: 2.76
Completed Courses:
Human Resource Management Statistics for Business
Legal Studies Financial Accounting
Economics

ACTIVITIES

- Referee, Haverford Township Soccer League, 2007-2010
- Student Council, Cardinal O'Hara High School, 2010-2012

EXPERIENCE: GRANITE FARMS ESTATES, Lima, PA April 2011 – Present
Server/Waiter, Culinary

- Provided wait service for a 300 seat dining room at a Retirement Life Care Community.
- Started as server and received training for host and other duties.
- Received "Server of the Month" award in August which is voted by residents in the dining room.

MSRC, Temple, PA September 2012 – Present
Office Staff, Front Desk

- Provided customer service assistance for a resource center offering help with Science and Math subjects.
- Processed 10 - 20 customer requests daily to use computer lab, answered phones and questions, checked textbooks, laptops, and calculators in and out.
- Developed working knowledge of checking textbooks out, and customer handling skills.

SKILLS:

- Microsoft Office, Microsoft Word, Microsoft PowerPoint, Microsoft Excel
- SAP training