

# Matthew A. Littlefield

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Hammonton | New Jersey | 08037 | 609-457-0853

## EDUCATION

**Temple University – Fox School of Business**, Philadelphia, PA

*Bachelor of Business Administration*

Graduation: May 2025

**Major:** Management Information Systems | **GPA:** 3.79

**Honors:** University Honors Program, Fox Honors Program

**Awards:** Dean's List: Fall 2021

**Selected Courses:** Data Science, Digital Systems

## ACTIVITIES

**Leadership Team**, Hammonton Heart & Soul

April 2020 – Present

**Member**, Association for Information Systems

October 2021 – Present

**Member**, Business Honors Student Association

September 2021 – Present

## TECHNICAL SKILLS

Project Management: Microsoft Project, Microsoft Office

## EXPERIENCE

**RON'S GARDENS**, Hammonton, NJ

August 2018 – Present

*Sales Associate*,

- Led coworkers through effective communication in order to carry out daily tasks
- Provided customers with extensive knowledge about each item.
- Handled customer transactions and resolved possible issues
- Ensured the work area was clean and efficient