

Matthew Alexander Kwis

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EDUCATION:

California State University, Northridge

May 2021

- Bachelor of Science in Systems and Operations Management
- 2020 Recipient of The Dale M. Schoettler Scholarship for Personal and Academic Achievement
- Student Assistant Tutor for Systems and Operations Management Department

Pierce Community College, Los Angeles

July 2019

- Associate of Science in Economics
- Associate of Science in Business Administration
- Associate of Arts in Human Behavior Studies
- Dean's Honor List 2018, 2019

WORK EXPERIENCE:

California State University, Northridge, CA

Feb 2020 – Dec 2020

Student Assistant Tutor for the Department of Systems and Operations Management

- Tutored students enrolled in Systems and Operations Management classes
- Provided individual tutoring in Microsoft Excel, general mathematics, applied statistics, and presentations

Pinnacle Product Innovation, Tarzana, CA

Jul 2019 – Jan 2020

Administrator | Assistant to Eric P. Rose, NPDP, MBA

- Administrated and audited digital files, client contract logs, messages, project status, and invoices
- Wrote speeches and testimonials
- Scheduled calendar reservations and investigated parking opportunities in Los Angeles
- Documented standards, procedures, and records remotely and in-person

Honest Tax, Woodland Hills, CA

Jan 2019 - Jun 2019

Tax Debt Case Manager for 2019 Tax Season (During the IRS Shutdown)

- Managed an assigned caseload of 200 clients concurrently, during massive IRS shutdown delays
- Executed Preliminary Financial Analysis on 1100 cases for IRS licensed Enrolled Agents
- Coached clients with unique tax situations on applicable IRS statutes, taxpayer compliance, financial hardship requirements, and offer in compromise qualification
- Counseled clients with debts between \$10,000 and \$2,000,000
- Processed 2848 Power of Attorney tax forms and additional tax forms and agreements

StorWise Self Storage, Canoga Park, CA

Jun 2015 - Jul 2017

Operations Manager

- Corporate Manager and point-of-contact for 16 Self-Storage and RV Storage facilities
- Managed facilities and staff remotely in California, Nevada, Arizona, and Texas
- Presented Profit & Loss, Occupancy, and Delinquency reports weekly to owners and partners
- Represented company at industry events
- Expanded company from 3 facilities to 16
- Interviewed, trained, and supervised a team of 36 staff with unique local laws
- Assigned and reported payroll information
- Administrated a 5000-tenant database and integrated payment systems
- Created corporate procedures and training videos for daily and monthly manager reporting
- Negotiated contracts for 13 LLC entities

SKILLS:

- 15 Years Mathematics Tutoring Experience
- 10 Years Customer Service through face-to-face, phone, and digital communications
- 4 Years Java, C++, and C programming experience through UCSB College of Engineering
- 2 Years Managerial Experience with a remote, diverse staff and their hardware
- 2 Years Investor Profit & Loss Presentation Experience
- Experienced working with County, State, and Federal Tax Agencies
- Knowledge of Supply Chain Management tools including Logix, Sitelink, Salesforce, SAP, Tableau, Rstudio
- Proficient with Microsoft Windows, Word, Excel, Pivot Table, Google GSuite, and Intuit QuickBooks
- Authorized to work in the United States for any employer