**Matthew Gregory**

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**EDUCATION**

**Virginia Commonwealth University Richmond, VA**

Bachelor of Science in Accounting *January 2018*

**J. Sargeant Reynolds Community College Richmond, VA**

Associates Degree in Business Administration *July 2015-May 2018*

**WORK EXPERIENCE**

**United States Marine Corps Reserve Fort Detrick, MD**

Assistant Team Leader/Automatic Rifleman *June 2015-May 2018*

* Increased the teams overall combat readiness by leading classes in route reconnaissance and call for fire.
* Mentored new joins to the unit, by leading them through their check-in process and introducing them to the SNCOs and Officers of the unit.
* Performed as the teams’ automatic rifleman during infantry training exercises, successfully employing cover fire for the team.

Rifleman/Rocketeer *July 2013-June 2015*

* Demonstrated an ability to complete complex tasks in a rapidly changing and stressful environment.
* Responsible for care and maintenance of $30,000 worth of equipment.
* Specialized in the use of the Mk153 and AT-4 anti-armor weapons.

**Merones Aviation Catering Sterling, VA**

Catering/Delivery Driver  *Oct. 2011-March 2013*

* Responsibilities included taking orders, maintaining restaurant cleanliness, restocking, and delivery of food.
* Given extra responsibilities, such as buying food for the kitchen and delivering aviation catering orders.
* Developed communication and customer service skills by answering the phone and speaking with customers at their door.

**LEADERSHIP EXPERIENCE**

**Theta Delta Chi Fraternity Richmond, VA**

President *May 2019-May 2020*

* Lead and maintained order in weekly meetings of over 40 fraternity members.
* Implemented incentivized study sessions which increased overall GPA by .3 over the course of a semester.
* Charged with the management of the fraternity as a whole.

Treasurer *May 2018-May 2019*

* Collected semiannual dues from over 40 members. Collected dues totaled to $30,000 annually.
* Reorganized the organizations financial documents to be in line with GAAP.
* Planned and organized an annual budget which allowed the fraternity to save over $2,000.

**Additional Skills**

**Skills**

* Skilled with Microsoft Word, Access, Excel and the use of advanced functions.
* Proficient understanding of Accounts Receivable, Payable and Accounting Systems.
* NAUI Open Water Dive Certified.