

Matthew Withers

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Bachelor of Business Administration student with hands-on experience in human resources, administration, and client-facing service environments. Currently working as an HR Generalist, with strong organizational skills, attention to detail, and experience supporting structured, compliance-focused operations. Adaptable, professional, and eager to contribute to a Summer 2026 student placement in Administration and Operations.

Education

Bachelor of Business Administration (BBA)

Laurentian University, Sudbury, ON (*Delivered through St. Lawrence College*)
Expected April 2027

- Applied financial and operational metrics to evaluate business performance
- Analyzed business scenarios and case studies to evaluate operational trade-offs, risks, and impacts on performance
- Developed recommendations with consideration for operational constraints and business priorities
- Communicated analysis and recommendations concisely through written reports and presentations for varied audiences

Advanced Diploma in Business Administration (Human Resources)

St. Lawrence College, Kingston, ON
Completed April 2025

- Explored a breadth of aspects within a contemporary business environment with an emphasis on Human Resources leading to a strong foundational business education
- Participated in Corporate Social Responsibility initiatives by presenting sustainability ideas to staff and students, simultaneously practicing professional communication skills and reconciling environmental, social and governance goals of the college with those of relevant stakeholders
- Contributed to organizational citizenship through frequently assisting peers, networking and immersion within the organization, which developed interpersonal and leadership skills

Advanced Diploma in Game Development

Algonquin College, Ottawa, ON
(Completed 2/3 Years)

- Acquired technical and artistic competencies in contemporary videogame development tools leading to increased self-efficacy and efficiency in abstract problem solving

- Adapted workflows to professional standards through version control, design patterns, best practices and peer collaboration thereby bringing about greater productivity and organization within projects

Experience

Engineering Seismology Group Canada (ESG Solutions)

HR Generalist | January 2025 – Present

(Previously HR Intern and HR Generalist Intern)

- Supported international HR operations across recruitment, onboarding, and employee records management in a structured, compliance-focused environment
- Modernized organization-wide IT policies to ensure they reflect current regulatory requirements, operational practices, and strategic direction
- Applied a disciplined approach to the use of AI-enabled tools to enhance efficiency in administrative workflows, while preserving information security, confidentiality, and operational integrity

St. Lawrence College

IT Student Service Desk | January 2023 – April 2025

- Provided IT support for students, faculty and security to mitigate turbulence within regular college operations
- Filtered queries of telephone, email and in person clients and directed them to appropriate audiences to reduce time waste and realize efficiency of service
- Filed tickets regarding operations to ensure audits pass without issue and equipment is returned in a timely manner

Tett Centre for Learning and Creativity

Facility Assistant | August 2018 – August 2022

- Facilitated set up and execution of events such as weddings, gallery showings and art classes to achieve client satisfaction and repeat business
- Managed client needs, rapport and rule enforcement resulting in the alignment of client and organizational goals

Core Competencies

- Information handling and confidentiality
- Process-driven administrative support
- Analytical judgment
- Clear written documentation
- Digital systems literacy