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PROFESSIONAL EXPERIENCE

MCCOMBS SCHOOL OF BUSINESS

ABOUT

The McCombs School of Business at the University of Texas at Austin is a top 10 undergraduate business program, educating more than 6,000 students across undergraduate, graduate, and executive education. Supported by a global alumni network of over 110,000 members and a faculty of more than 200 scholars, McCombs is recognized for its academic rigor, innovative research, and proven ability to prepare graduates for leadership in today's dynamic and competitive global business environment.

POSITIONS

PEER MENTOR, MCCOMBS SUCCESS SCHOLARS

June 2025 – Present

ROLE OVERVIEW

Provided dedicated support to a cohort of first-year business students through one-on-one mentorship, group events, and informal guidance. Facilitated monthly meetings to address academic, social, and personal challenges while promoting campus resources and study strategies. Coordinated and led pod-wide social and professional development events to build community and enhance career readiness. Collaborated closely with academic advisors and program coordinators to monitor progress and ensure timely interventions. Maintained detailed reporting and communication via official program platforms to optimize support. This role required strong interpersonal skills, effective program coordination, and a commitment to fostering student success in a dynamic academic environment.

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STAFF & ADVISOR MEETINGS

DESCRIPTION:

Participated in weekly Mentor Staff Meetings alongside all peer mentors and the program coordinator to discuss MSS program updates, review upcoming events, and align on weekly agendas focused on supporting first-year business students. Collaborated with fellow mentors to share experiences, address challenges, and develop cohesive strategies to enhance student engagement and success. Additionally, attended regular meetings with academic advisors to discuss mentees' academic progress, course scheduling, and any concerns related to workload or performance. Utilized the Mentor Canvas page, a centralized platform to stay informed of upcoming events, communicate with program staff, and collaborate with other mentors, ensuring strong coordination and resource sharing across pods. These efforts established strong communication channels between mentors and advisors, enabling proactive intervention and consistent support for over 200 students throughout their first year.

TOP SKILLS & COMPETENCIES:

- Program coordination and communication
- Collaborative problem-solving and strategy alignment
- Academic advising liaison and support
- Student progress monitoring and intervention planning
- Stakeholder relationship management

SOFTWARE & TOOLS USED:

- Email and text communication (program coordination and updates)
- UT Canvas platform (centralized communication, announcements, and resource sharing)

1-ON-1 MENTEE SUPPORT & REPORTING

DESCRIPTION:

Conducted monthly one-on-one meetings with five assigned first-year MSS mentees to provide personalized support, discuss academic and personal concerns, and offer advice on study strategies, campus resources, and life challenges. Maintained a trusting relationship that extended beyond academics to foster mentees' overall well-being and adjustment to college life. After each reporting period, met with the program coordinator to review mentee progress and discuss mentorship approaches. Submitted detailed mentor reports summarizing individual mentee meetings, raising concerns, highlighting successes, and planning upcoming POD activities. These efforts enabled targeted interventions and strengthened the mentor-mentee connection to improve student retention and engagement.

TOP SKILLS & COMPETENCIES:

- Individualized mentorship and support
- Active listening and empathetic communication
- Progress monitoring and issue escalation
- Report writing and documentation
- Relationship building and trust development

SOFTWARE & TOOLS USED:

- Email and Text Communication (scheduling and updates)
- UT Canvas platform (for report submission and program updates)

POD & INDIVIDUAL EVENTS

DESCRIPTION:

Organized and hosted over ten social events for MSS mentees to foster community and provide a supportive space to unwind from academic and personal stress. Events featured seasonal themes such as fall gatherings and holiday parties, complete with snacks, games, and music to encourage engagement and camaraderie. Coordinated career-focused workshops, including LinkedIn profile optimization and job search strategies, to enhance mentees' professional development. Led a group scheduling session with five direct mentees using the UT Registration Planner and official UT Course Schedule to provide tailored guidance on spring course selection, professor recommendations, and overall schedule planning. Extended support beyond formal events by assisting mentees individually as needed, reinforcing academic success and retention.

TOP SKILLS & COMPETENCIES:

- Event planning and coordination
- Community building and student engagement
- Career readiness support and coaching
- Academic advising and schedule planning
- Personalized mentorship and follow-up

SOFTWARE & TOOLS USED:

- Email and text communication (direct mentor-mentee outreach)
- Canvas platform (program updates, communication, and resource sharing)
- Google Calendar (event scheduling and coordination)
- UT Registration Planner and UT Course Schedule (academic advising and course selection)

GENERAL SUPPORT

DESCRIPTION:

Offered ongoing informal support to MSS mentees through consistent check-ins via text and in-person conversations. Helped mentees with high-impact tasks such as finding on-campus job opportunities, getting involved in relevant student organizations, and navigating the balance between academic, social, and personal responsibilities. Acted as a trusted resource for overcoming day-to-day college challenges, fostering mentees' confidence, independence, and resilience outside of structured programming.

TOP SKILLS & COMPETENCIES:

- Active listening and responsive communication
- Resource identification and campus navigation
- Time management and life balance coaching
- Informal mentorship and relationship building
- Problem-solving and personalized guidance

SOFTWARE & TOOLS USED:

- Text and email communication (regular check-ins, quick responses, and resource sharing)
- Official UT websites (campus resources, job listings, and organizational information)