

MATTHEW GREEN

BUSINESS
ADMINISTRATION
STUDENT.

PROFILE

Entry-level Business Administration student with strong organizational skills and experience in customer service, basic office tasks, and team collaboration. Eager to apply foundational business knowledge in an administrative, retail, or junior support role.

EXPERIENCES

Feb 2023 - April 2023

Pathways to Graduation

Office Assistant (Part-Time)

- Help organize files and update spreadsheets for the administrative team.
- Assist with scheduling appointments and preparing simple reports.
- Respond to basic customer inquiries by phone and email.
- Maintain accurate data entry and document organization.

2023 - 2024

Photography

Marketing Assistant (Part time)

- Produced daily Instagram and TikTok content generating 120K+ video views.
- Implemented a seasonal branding campaign that raised engagement by 47%.
- Tracked analytics to adjust strategy for better audience retention.

+347-856-4985

matthewmaps@gmail.com

4515, Glendale Court.

EDUCATION

2022-20224

PATHWAYS 2 GRADUATION

Ged Equivalency Diploma

- GED SCORE: 157

2024-Present

MEDGAR EVERES COLLEGE

- Associates of Science in Business Administration.
- GPA: 3.5

SKILLS

- Effective Writing
- Presentation Skills
- Team Collaboration
- Time Management
- Effective Communication
- Critical Thinking

INFO

Matthew Green

Medgar Evers College/Student

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LANGUAGES

- English