**Matthew S. Moser**

8124 SE Mill St.

Portland, OR 97215

(347) 746-6737

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**Education:**

**Rutgers University**

New Brunswick, NJ

Major: Economics

**Employment:**

**Millennium Medical Billing** – Westwood, NJ 07675 (January 2009 – April 2010)

* Scan and organize patient files for clients
* Create a newsletter
* Electronics tech support
* Find new efficient ways for the office to be organized

**Colonial Appliance** – New Providence, NJ 07974 (June 2006 – April 2008)

* Electronics and appliances installation
* Delivery
* Electronics tech support
* Stock management
* Computer database support
* Sales support

**New Providence Recreation** – New Providence, NJ 07974 (March 2006 – May 2008)

* Little League baseball/softball umpire

**Skills:**

* Advanced knowledge of Microsoft Excel and Microsoft Word
* Proficient with Microsoft PowerPoint, Quark Express
* Database Networking
* Internet Applications
* Computer tech support

**Activities:**

* Independent film production
* Member of a national engineering fraternity at Rutgers University at New Brunswick since 2003
* High school sports teams – football, baseball
* High school chess club