

Matthew Nolan
518-796-1868
menolan22@gmail.com

Education

University of Vermont

May 2016

Bachelor of Science in Business Administration

Concentration: Finance

Minor: Statistics

Experience

E.F. Nolan Building Contractor

Office Administrator

July 2016-Present

- Helped develop contract proposal and invoice templates
- Complete and format all client facing documentation
- Assist with preparation of tax documentation
- Implemented new accounting system with the use of Quickbooks
- Developed new marketing through social media and apparel
- Completed various manual labor tasks as needed

Morgan Stanley Wealth Management

Client Service Associate

September 2013-July 2016

- Assemble meeting reports to provide financial advisor with a broad picture of client account performance
- Provide research reports on analysis of small publicly traded securities
- Create Excel spreadsheets for streamlining and simplifying presentation of client data
- Maintain files in a clean and organized manner
- Take client phone calls and assist clients
- Complete ad hoc assignments as necessary

Gap Inc.

Sales Associate

October 2014-July 2015

- Engage customers in a friendly and outgoing manner
- Work cash register quickly and efficiently to provide the best service possible
- Maintain an acceptable standard of appearance for on floor merchandise
- Keep an organized stock room to facilitate quick service

Ticonderoga Federal Credit Union

Accounting/Finance/Loan Department Intern

June 2013-August 2013

- Evaluated investment grade bonds for Credit Union to invest in
- Helped prepare a bond maturity ladder to diversify and reduce the risk of the Credit Union's investment strategy
- Gained familiarity with general ledger and financial statements
- Performed credit analysis of commercial and consumer loans to assess those most likely to become delinquent
- Sat in on delinquency committee meetings where final delinquency decisions were made