

Casey Matthews

Phone: (856) 745-2994

Email: caseyvmatthews@gmail.com

Location: Philadelphia, PA

LinkedIn: [PALinkedin.com](#)

Experience

Junior Data Analyst

July 2024 – Present

Reilly Matthews Bononcini CPA, Egg Harbor NJ

- Gathering data from various sources including databases, spreadsheets, and other internal systems.
- Ensuring data integrity and accuracy by performing routine data quality checks.
- Identifying trends, patterns, and insights that inform business strategies.
- Creating and maintaining dashboard charts and reports to present findings to stakeholders.
- Preparing presentations and visualizations to communicate data insights clearly and effectively.

Office Administrative Assistant

June 2021 – July 2024

Reilly Matthews Bononcini CPA, Egg Harbor NJ

- Aided accountants with their client load and scheduling.
- Filed and scanned documents.
- Sorted mail, answered phones, and greeted clients.

Legal Assistant

Oct 2019 – April 2020

Stephen Starr, Philadelphia PA

- Supported lawyers with vendor and contract filing, legal research, drafting, and reviewing documents.
- Handled general office assistant duties such as making and shredding copies, ordering supplies, and record keeping.
- Contacted and assisted customers purchasing holiday gift cards.
- Responsible for accurate packaging and sending items to customers.

Manager

Jan 2018 – Oct 2019

Good Karma Cafe, Philadelphia PA

- Oversaw entire staff, scheduled, and hired new employees.
- Handled payroll, inventory, and ordering products.
- Handled all vendor relations and payments.

Assistant Manager

Aug 2015 – Aug 2016

Local Links Haddon Heights, Philadelphia PA

- Hired and trained new employees.
- Managed inventory and ensured product quality.

Education

B.A. in Fine Arts

Sep 2015 – May 2021

University of Pennsylvania, Philadelphia PA

Certificate in Fine Arts

Aug 2013 – May 2017

Pennsylvania Academy of Fine Arts, Philadelphia PA