

Matthew Larson

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EDUCATION

University of Arizona, Eller College of Management

Tucson, Arizona

Bachelor of Science in Business Administration

Expected May 2023

- **Major:** Business Marketing
- **GPA:** 3.41
- **Honors:** Zeta Beta Tau Outstanding Individual Brother. Franciscan Men for Others Distinction.

PROFESSIONAL & LEADERSHIP EXPERIENCE

Menlo Circus Club

Mountain View, CA

Customer Services/Waiter

Aug 2021- Jan 2022

- Honed public speaking and communication skills in front of large groups of participants
- Utilized critical thinking skills to maximize in-store capacity and presentability
- Cultivated a positive customer experience in order to bolster customer retention
- Ensured customer satisfaction by maintaining close relationships with members

Zeta Beta Tau Fraternity

Tucson, AZ

Intramural Organizer & Event Planner

Feb 2019 – Feb 2021

- Collaborated with team members to plan a detail-oriented schedule for campus activities
- Used creative thinking to plan unique activities for fellow students and teachers
- Encouraged inclusivity through planning intramurals amongst several unique organizations
- Proudly represented campus involvement activities including charity events and fundraisers

Sunnyvale Community Services

Sunnyvale, CA

Delivery Services

June 2019 – Sep 2019

- Leveraged organizational skills to ensure that items were properly packaged and delivered
- Practiced efficient time management to ensure that customers received excellent service
- Demonstrated teamwork skills through positive interactions with fellow team members
- Analyzed customer behavior in order to optimize efficiency in deliver process

Round Table Pizza

Menlo Park, CA

Manager/Accountant

Jul 2018 – Nov 2019

- Promoted excellent teamwork amongst staff by clearly communicating expectations
- Oversaw daily closing procedures to guarantee that team members would be set up for success
- Managed inventory as well as sales and provided several business reports
- Entered data into Microsoft Excel in a timely manner to ensure that all inventory was accounted for

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in English, Conversational Proficiency in Spanish

Skills: Microsoft Excel, Time management, Attention to detail, Adobe Photoshop, Organization

Certifications & Training: Economics, Accounting, Business Administration

Activities: Basketball, Zeta Beta Tau Fraternity

Interests: Traveling, Basketball (Warriors), Baseball (Giants), Endurance events, Music Festivals