

Matt Kuda

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EDUCATION

Boston College, Chestnut Hill, MA
B.A. Communication

May 2020

SKILLS

Languages

>React Javascript >Java
> HTML5 >Python
>CSS3

Dev Tools:

>Firebase >Node.js
>React MDL >Terminal
>GitHub

EXPERIENCE

LogMeIn | Boston, MA

June 2018 – August 2018

Accounting Intern

- Coordinated with finance department heads to provide quarter-end audit documentation
- Facilitated wires and batch payments to select vendors while creating detailed excel sheets to log their specific costs and purposes
- Oversaw employee expense reports to ensure they were of valid practice and paid on-time
- Collaborated with peers on the reduction of expenses and unnecessary costs
- Performed ad hoc analysis of accounting transactions, operational performance and balance sheet accounts
- Developed a working knowledge of requisite software and internal work flow/procedures

Boston College Recreation | Chestnut Hill, MA

June 2016 – May 2019

Personal Trainer

- Identified goals and design unique training programs tailored specifically for each client
- Taught clients proper form for various exercises and stretches to maximize progress
- Communicated clearly in an easily understandable and professional manner
- Motivated clients intrinsically to maintain and enjoy a fitness lifestyle
- Certified by the American Council on Exercise

Bill Kenney Productions | Chelmsford, MA

Summers 2017, 2018

Stage Assistant

- Assisted in the overall production and organization of various event setups across New England
- Devised and execute strategies to efficiently complete large, labor-intensive tasks, such as stage construction, equipment storage, and truck loading
- Resolved challenges that arise during production by effectively communicating with co-workers and acting in a time-efficient manner

INVOLVMENT

Boston College Men's Volleyball

2016 – Present

- Starting middle blocker on highly competitive team, placing top-25 nationally in 2018
- Commit approximately 25 hours per week to training, meetings, travel, and competitions while maintaining full course load
- Develop concentration, strong work ethic, and perseverance to meet personal and team goals