

# Matheus Sousa Beckhauser

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## OBJECTIVE

Pursuing a bachelor's degree in management information systems, with plans for an MBA. Seeking an opportunity to join the field of information systems and technology.

## EDUCATION

**Sam Houston State University, Huntsville, TX**

(Expected: May 2026)

*Bachelor's in management information systems*

- Continuing higher education

## PROFESSIONAL EXPERIENCE

**Teller**

(July 2025 – Present)

*First Financial Bank*

- Processed an average of 30 daily cash, check, and money order transactions while adhering to bank policies.
- Assisted a diverse range of customers with account inquiries, withdrawals, deposits, and problem resolution.
- Balanced cash drawers/vault at the end of each shift with zero discrepancies.
- Collaborated with team members and management to identify customer needs, streamline transaction processes, and ensure compliance with all audit and security standards.

**Customer Service Specialist**

(Feb 2025 – July 2025)

*AutoZone*

- Utilized proprietary computer systems to identify automotive parts, manage inventory, and process transactions efficiently.
- Assisted customers with digital lookup tools, providing accurate recommendations and resolving technical issues.
- Maintained accurate digital records of inventory and sales, ensuring data integrity across systems.
- Collaborated with team members to achieve sales targets, improving store performance.

**President/CEO**

(Nov 2022 – Jan 2024)

*Eternal Design Ltd. Co.*

- Generated over \$10,000 in revenue.
- Grew social media accounts on Instagram, TikTok, and Facebook to over 5,000 followers.
- Maintained inventory, negotiated with suppliers, and optimized supply chain logistics.
- Directed customer service efforts, ensuring high satisfaction and retention rates.

## SKILLS

- Microsoft Excel Certified
- Microsoft Office Applications
- Adobe Creative Cloud Programs
- Salesforce Cloud
- Commercial Photography