



# Mathew Pulley

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## EDUCATION

**The University of Chicago**

*Bachelors of Arts: Economics with a Specialization in Business Economics*

**Chicago, IL**

*Expected, June 2025*

## EMPLOYMENT & INTERNSHIPS

### **International Markets Career Advancement Program**

**London, GB**

#### ***Participant***

**03 / 2024**

- Engaged in an immersive career advancement trek in London, fostering connections with alumni leaders of various financial industries
- Gained invaluable insights into international markets through exclusive meetings with prestigious firms including Optiver, AQR, DRW, Morgan Stanley, Patron Capital, and Brevan Howard
- Developed a nuanced understanding of sales, trading, investment, and international markets through various discussion panels
- Explored diverse career paths and gained exposure to various financial sectors and alumni networks available in London and beyond

### **The Chicago Club**

**Chicago, IL**

#### ***Server***

**05 / 2023 – Present**

- Provide impeccable table service to club members, ensuring a seamless and sophisticated dining experience.
- Demonstrate extensive knowledge of the menu, including wine/cocktail selections, possible allergens, and detailed presentation of ingredients to make informed recommendations.
- Collaborate with the kitchen and bar staff to ensure accurate and timely order delivery.
- Handle member inquiries and special requests with the highest level of discretion and professionalism.
- Cultivate and abide by 3 Michelin Star service executed by our Alinea trained Culinary Team
- Collaborate with the sommelier and Maître d to enhance the dining experience with rare wine and cheese pairings
- Assist in creating and executing secure private dining experiences for house/reciprocal members and VIP guests

### **Bar Goa: Gastropub**

**Chicago, IL**

#### ***Carryout Expeditor / Host / Server***

**04 / 2021 – 05 / 2023**

- Solely managed carryout service by taking orders in person, on the phone, through various platforms, and for catering/specialty deliveries
- Checked coats, guide guests to their tables, and offering insights while accommodating special dining/seating requests
- Created and managed a detailed nightly floor plan (200+) while keeping track of reservations, wait times, and calls
- Assembled D.J booth during Bollywood brunches/nights, stage during comedy nights, house speakers, displays
- Maintained a 12-table section while ensuring a pleasurable dining experience
- Presented knowledge of all menu items, preparation methods, possible allergens, and ingredients to ensure health, intrigue, and enjoyment

### **BallotReady**

**Chicago, IL**

#### ***Customer Prospecting / Data Analysis Intern***

**05 / 2020 – 09 / 2021**

- Communicated daily with elected officials and residents to enhance the accessibility of accurate voting info across the U.S.
- Collaborated with 15 other data, customer prospecting, and computer science interns for consumer voting projects for 5 Fortune 500 Companies
- Increased candidate research accuracy and polling transparency by 75% for rural districts in underserved states
- Effectively pinpointed areas of improvement to offer customers a curtailed voting ballot, candidate information tool, or guides to pursue political careers

### **SEO Scholars**

**New York, NY**

#### ***High-School / College Scholar***

**09 / 2016 - Present**

- Successfully advanced through the SEO College Scholars Program, a comprehensive initiative aimed at promoting academic excellence while equipping participants with practical skills for the professional world.
- Engaged in a structured curriculum designed to foster personal and academic growth, encompassing workshops, professional forums, and interview aid sessions.
- Actively participated in networking opportunities, connecting with professionals and peers to broaden industry knowledge and build a valuable professional network.
- Demonstrated proficiency in leveraging program resources to enhance career readiness, incorporating real-world preparation into the academic journey.
- Engaged with diverse perspectives through the program, fostering a well-rounded understanding of the professional landscape and refining interpersonal skills.
- Actively contributed to the program's collaborative environment, sharing insights and experiences with fellow scholars to enhance the overall learning and development process.

## SKILLS

• Proficient in Microsoft Word for document creation and formatting • Skilled in utilizing Microsoft Excel for data analysis • Beginner-level exposure to coding languages (Strata, Python, R) • Skilled in data analysis, research and customer prospecting • Experienced in customer service and client interaction • Strong organizational and communication skills • Excellent time management •