

# MATTHEW DAY

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## OBJECTIVE

Seeking a challenging position to build upon my academic preparation and life experiences;  
to help contribute right away to the success of the organization and continue to grow

## QUALIFICATIONS PROFILE

- Reliable and results oriented; a quick study who is very resourceful with plenty of initiative
- Extensive knowledge and experience with Microsoft Word / Excel / PowerPoint / Access
- Proven leadership and team-building skills as a Sergeant in the United States Marine Corps
- Experienced in the functioning of financial markets and financial services companies

## EDUCATION AND CREDENTIALS

**Bachelor of Science in Financial Analysis & Financial Economics** (2009)  
CITY UNIVERSITY OF NEW YORK

## PROFESSIONAL EXPERIENCE

RESOLVE MARINE GROUP – FORT LAUDERDALE, FL 2013 to 2014

### **Maintenance Connection System Administrator**

- Installed, maintained, and monitored the company wide asset management database system
- Oversaw and instituted the implementation of software updates on the SQL and IIS server
- Advised and assisted with the monitoring and tracking of all company wide high value assets
- Administered the proper generation of all work orders according to maintenance schedules

IZZIBAN SUSHI – VERO BEACH, FL 2011 to 2012

### **Sushi Chef**

- Provide an excellent customer service experience by creating and selling sushi
- Prepare floods of customer ticket orders in a timely fashion and up to standard
- Monitor outgoing ticket orders to ensure a level of quality control and pride in work
- Responsible for setting up, cleaning and upkeep, and closing down sushi showcases

UNITED STATES ATTORNEY'S OFFICE – New York, NY Summer 2010

### **Financial Technician**

- Assist in evaluating and obligating funds within budget constraints for day to day operations
- Meticulously monitor incoming invoices to ensure non-duplicate payments through Quicken
- Utilize knowledge of Excel to prepare data for the valuation of accounts payable liabilities
- Prepare and structure travel vouchers for numerous staff operations and training seminars

UNITED STATES CENSUS BUREAU – New York, NY

2009 to 2010

**Address Canvassing Crew Leader**

- Successfully accomplished the address canvassing of the entire Woodside, Queens area
- Supervised a crew of 25 Listers and 15 Quality Control Listers during canvassing operations
- Scheduled and coordinated daily group meetings to motivate and delegate mission tasks
- Instructed and evaluated Enumerators on the proper protocol and procedures of the Census

**Administration Clerk**

- Analyzed and audited daily payroll submissions of over 2,000 personnel from all departments
- Conducted and initiated the selection and termination of personnel for all North West Queens
- Scheduled and updated training class information through a nationwide government database
- Responsible for the data entry and filing of confidential public and personnel information

LAZAR LEVINE & FELIX LLP – New York, NY

Summer 2008

**Valuation Services Internship**

- Assisted in performing various valuation methods to intellectual and illiquid client assets
- Utilized knowledge of Excel to prepare data for the valuation of client's assets and liabilities
- Authored and modified documents in Word to summarize client's situations in retainers
- Performed various functions in providing valuation services for partners and associates

STAR ALLIANCE CAPITAL ONE – New York, NY

2006 to 2008

**Equity & Options Day Trader**

- Utilized knowledge of trading strategies to capitalize on the inefficiencies in the markets: fundamental & technical analysis, bullish & bearish options spreads, risk neutral hedging
- Devised and implemented innovative trading principles utilizing risk analysis within a budget
- Researched and analyzed economic indicators and reports to prepare for directional support

COMPUTER SCIENCES CORPORATION – San Diego, CA

2005 to 2006

**Associate - Technical Staff**

- Installed, maintained, and monitored computer networked systems of over 1,000 computers
- Instituted the installation and implementation of network monitoring software on remote sites
- Administered a secure global networked server on a highly classified network of systems
- Performed various helpdesk tasks including the troubleshooting of user accounts & networks

UNITED STATES MARINE CORPS

2001 to 2005

**Planning Specialist - Marine Air Ground Task Force**

- Arranged and executed logistical support for over 100,000 Marines with the movement of 100,000,000 short tons of supplies and equipment all throughout the theater of the world
- Advised and assisted with military planning processes that involved contingency simulations
- Delegated and received coordination requirements from multiple tiers of government entities
- Responsible for the generation of detailed reports of highly classified movement data

*Professional Training:*

DALE CARNEGIE EFFECTIVE PUBLIC SPEAKING

USMC LEADERSHIP TRAINING COURSE