Matt houser

Contact

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5357 Crittenden Ave. Indianapolis, IN 46220

Cell: 317-496-4632

* Microsoft Word, PowerPoint Excel, Publisher, Outlook
* Jonas POS System, Event Man, ForeTees, Golf Genius
* Viper Tournament Software
* Trackman, E6 Golf, Club Systems Group

COMPUTER SKILLS

EDUCATION

PGA Program

Western Kentucky University

2006-2010

Class A Member

* December 2015

Bachelor of Sport Management

* Minor in Marketing

**Senior Assistant Golf Professional**

***Westfield, IN***

Main Responsibilities:

* Provided 350 golf members with the highest level of customer service at a brand new premier private facility
* Trained and managed an outside operations staff of 15 employees
* Implemented special order procedures and helped increased special orders by $7,000 in 2018
* Helped manage a retail operation that grossed $250,000 with a net profit of 33% in 2018
* Responsible for, planning, buying, and inventory of golf shop products
* Created Open to Buy plan for 2018
* Worked with Head Professional on financial and inventory plans, trends, maximizing profitability while minimizing markdowns.
* Responsible for planning and execution of 5 outside outings that created $24, 347 in revenue to the golf shop through favors and gift certificates.
* Taught over 200 lessons between March 2017 and September 2018.

Experience

The Club at Chatham Hills

January 2017-Present



**Tournament Director**

***Carmel, IN***

Main Responsibilities:

* Managed the daily operation and training for a caddie program that accounted for more than 500 rounds annually, with more than 50 caddies.
* Organized the club’s golf operation, through communication with all departments, created the golf schedule, created budgets for the golf operation and implanted cost control procedures.
* Increased hardgood sales by $60,000 in 2016, while increasing the profit margin by 2%.
* Increased sales of soft goods by $6,000 while increasing the profit margin by 4% in 2016.
* Increased discounts taken on invoices by $5,700 in 2016 by implementing new receiving and payment control procedures.
* Decreased amount of shrinkage by $4,275 in 2016 with inventory control procedures.

Woodland Country Club of Carmel

March 2016-January 2017

March 2016-January 2017



* Responsible for the planning, budgeting, and execution of more than 50 member tournaments.

Hickory Stick Golf Club

January 2014-2016

**First Assistant Golf Professional**

***Greenwood, IN***

Main Responsibilities:

* Supervise all course advisor and outside employees including over 30 staff members.
* Headed social media marketing, advertising, and website design software.
* Responsible for, planning, buying, and inventory of golf shop products
* Supervised and trained all golf shop staff on maximizing sales opportunities.
* Ran instruction and supervision of the weekly junior golf clinics and summer camps that included over 100 juniors.



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