**Matthew Daniel Kaye**

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# Objective

Obtain a position which fully utilizes my skills and abilities to pursue a career in the fields of business management, or real estate, and allows for growth and development.

# Education

## binghamton university

* Undergraduate: Bachelor of Science in Economics with a specialization in Financial Analysis

## walter panas high school | High school diploma | June 2015

* Graduated in top 10% of class
* Graduated with Advanced Regents Diploma and Advanced Placement credit

# Work Experience

## Tenant Services Coordinator | RXR REALTY| FEB 2020 – Present

* Maintain filing system, organize Insurance Certificates for tenants and contractors.
* Financial responsibilities such as invoice processing, creating purchase orders and check requests, general financial awareness
* Prepare memos, letters, and tenant welcome packages for tenants and vendors as needed.
* Provide exceptional customer service to all tenants and maintain awareness of their wants and needs
* Understand different lease requirements vs. non-lease driven requests from tenants
* Provide access for employees and tenants via access management software, and ensure compliance with relevant policies

## Accounts payable & Administrative Assistant | Westchester-putnam Council BSA| may 2019 – Jan 2020

* General Office duties including data entry, front office customer service, copying, filing, receipting office transactions
* Received all vendor invoices/check requests, coded to appropriate account, and processed for payment
* Printed checks to pay invoices and expenses, as well as oversaw the delivery of payments
* Maintained electronic and physical records of payments, bank statements, and deposits

## Bank teller | PCsb bank - jefferson valley branch | jun – aug 2019

* Assisted bank customers by making deposits/withdrawals, receiving loan payments, and distinguishing different accounts
* Maintenance of ATM deposits and regular operation activities
* Practiced safe currency storage and distribution

## Lifeguard | durland scout reservation | JULy – aug 2016

* Provided a safe environment for campers during aquatic activities
* Served as unit leader during emergency standby
* Provided conflict resolution and served as camp leader in the absence of camp director

# Skills & Abilities

## skills

* Microsoft Office: Word, Excel, PowerPoint, Access, and Publisher
* Able to present to small and large groups (100+)
* Experience using R and R Studio

## LEADERSHIP

* Eagle Scout, Boy Scouts of America, December 2014
* Senior Patrol Leader, Troop 165 Yorktown Heights, NY
* National Youth Leadership Training, Putnam Valley, NY – 3 Years as Junior Staff & 3 Years as Senior Staff
* 2nd Degree Black Belt and Assistant Instructor in Martial Arts

## other organizations & interests

* Mohegan Volunteer Ambulance Corps Youth Group, Mohegan Lake, NY