

Matthew R Clutts
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EDUCATION

North Carolina State University, Raleigh, NC

B.A, History - *Cum Laude*, 2010, Phi Alpha Theta Member- History Honors Society

2006-2010

RELEVANT EXPERIENCE

Siteworx, Cary, NC

August 2012- October 2015

Office Manager, promoted to Travel Manager in October 2014

- Solely responsible for coordinating and approving domestic and international travel for entire company within budgetary guidelines 20 times per week using the online corporate travel tool, phone, and e-mail
- Manage and maintain corporate travel tool by troubleshooting and updating the online portal
- Manage the timely processing of accounting and job cost information through Siteworx's ERP to ensure internal billing controls are maintained and monthly invoices to clients are generated
- Responsible for researching and selecting online corporate travel tool to be used company wide
- Managing the corporate credit card monthly reconciliation
- Revamped company Travel policy and practices that saved company approximately 15% of travel expenses and allowed for more accurate tracking of client-related travel for Project Managers
- Assist Project Management team with various requests to include extensive budget tracking, records keeping, and travel
- Supervise and manage two remote direct reports by delegating office management tasks, approving time cards, offering coaching, and addressing performance concerns
- Keep up to date fixed asset list of approximately 2500 items tagging and organizing tracking system for accurate account records and IT distribution
- Act as the office support resource for Cary, NC office to include maintaining optimal levels of supplies and equipment within budgetary parameters, IT troubleshooting and issues resolution, maintaining company phone lines, and assisting with event set-up
- Negotiate contracts, pay invoices, and maintain positive vendor working relationships (hardware, corporate real estate, supplies, travel, and catering)

Town of Garner, Garner, NC

August 2010-August 2012

Administrative Support/Facility Attendant

- Customer service liaison for White Deer Park by assisting patrons with reservations and tours
- While acting as the Parks and Recreation Administrative Support Specialist, run daily transaction reports, maintain an orderly filing system, and represent the Town as the first contact to the public by directing Town citizens to appropriate Town departments
- Organize and participate in quarterly Town events that host between 500-2500 residents
- Project lead for design, implementation, and sponsorship of Garner's first Disc Golf course
- Provide educational instruction and learning opportunities in an exciting and approachable manner
- Manage transactions associated with reserving park services and ensure accuracy of financial data and records

NC State University, Raleigh, NC

October 2011-May 2012

Graduate Teaching Assistant

- Lead class when necessary, grade assignments, prepare course materials, and develop class assignments
- Communicate with students, hold office hours, conduct review sessions, and proctor exams

TECHNOLOGY

Expert in Microsoft Office Suite, Atlassian, ADP, Egencia, NetSuite/OpenAir, HTML/CSS, Photoshop