

## **Matthew March**

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### **Education:**

- The University of North Carolina at Chapel Hill – B.A in English Literature – 2008
- University of North Carolina-Asheville – Post-baccalaureate research in Business Administration – 2009
- Appalachian State University – MBA – International Business Administration – 2014
- Chonnam National University – International MBA Program – 2014

### **Academic Achievements:**

- Dean's List; Chancellor's List – University of North Carolina-Asheville
- Dean's List - University of North Carolina-Chapel Hill
- Beta Gamma Sigma Honors Society; Sigma Iota Epsilon Honors Society – Appalachian State University
- Master's GPA – 4.0/4.0; Korean GPA. – 4.4/4.5; GMAT Score – 640

### **Relevant Coursework:**

- **Management:** Operations Management; Strategic Planning; Management of Information Systems; Methods of Quantitative Analysis; Managerial Economics; Entrepreneurship
- **Finance:** Corporate Financial Planning; Investments
- **Marketing:** Marketing Strategy; Consumer Behavior and Branding
- **Accounting:** Managerial Accounting; Accounting Information Systems; Cost Accounting; Financial Accounting; Intermediate and Advanced Accounting; Accounting Theory
- **Software:** Accounting Applications; Introduction to Graphic Design; Production of Visual Art

### **Technical Skills:**

- **Professional Expertise** – Microsoft Office (Excel, Word, Powerpoint, Outlook, Access), Adobe Acrobat, Financial Reporting Software (FRS, InDepth)
- **Technical Experience** – Adobe CS5 (Photoshop, InDesign, Illustrator), Final Cut Pro
- **Language Skills** – Native English; Conversational Spanish; Korean beginner level

### **Work Experience:**

#### **Appalachian State University – University Registrar's Office – Graduate Assistant (2013)**

- **Responsibilities:** Data entry for the Degreeworks coursework planning system. Assisting in the design of forms related to the use of the Degreeworks system. Creating a manual to describe how to use the Degreeworks system to students and faculty. Communicating with staff and providing regular updates on the development process of the Degreeworks system.

#### **The University of North Carolina at Chapel Hill – Financial Services Department – Disbursement Services Technician (2011-2012)**

- **Responsibilities:** Compiling invoice data from various departments and vendors for accounting records. Ensuring proper legal and institutional policies and procedures are followed in the disbursement of university funds. Communicating with various departments in order to correct vendor issues.

#### **Cloning Barbour Searson and Jones Attorneys – Legal Support Staff – (2009 – 2011)**

- **Responsibilities:** Filing, copying, and sorting legal documents in accordance with company policy. Scanning case files, firm records, correspondence, and medical records. Managing a database of potential client files, current client files, and closed files. Archiving case files for storage.

### **Additional Activities:**

#### **GFN Radio – Saturday Brunch Guest Participant (2013-14)**

- **Responsibilities:** Preparing material for discussion based on different weekly topics. Speaking with students from different departments and interacting with the radio host to produce a thoughtful discussion for the program.

#### **Municipal Art Society – Greenacre Library Research Intern (2011)**

- **Responsibilities:** Researching current articles and digital records for library. Addressing various library projects as needed. Archiving digital records of researched materials.

#### **Pisgah Legal Services – Administrative Support Intern (2010)**

- **Responsibilities:** Assisted in the data entry and auditing for donation records. Was responsible for filing, sorting, shredding, and copying documents in accordance with the organization's policies and legal requirements. Analyzed billing records to verify the allocation of utility charges.

#### **UNC-Chapel Hill Student Television – Production Manager (2005-2008)**

- **Responsibilities:** Was responsible for arranging production meetings, shooting schedules, and supervising film editing. Also responsible for training new organization members in the use of the film and editing equipment, managing the shows broadcast schedule, and maintaining equipment records.