

# Matthew R. Jenks

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## WORK EXPERIENCE

**Stevens Pass Ski Resort**      **Skykomish, Washington**      **Nov. 2007 – Present**  
**Financial Report Auditor**

- Helped design, create, and maintain Excel spreadsheets comprised of all daily mountain financial transactions
- Partnered with Auditing Manager to train auditing staff of 15 employees to compile all cash, credit and check transactions and to manage these documents
- Prepared timely month-end balance sheet results for the Accounting Manager

**Merrill Lynch**      **Federal Way, Washington**      **Summer 2005**  
**Junior Investment Analyst**

- Implemented strategic marketing techniques for 401(k) retirement plans
- Assisted in the management of investment accounts
- Completed daily assignments and administrative work, providing support to managers, financial advisors, and financial consultants

**Conner Homes**      **Bellevue, Washington**      **Summer 2003**  
**Accounting Intern**

- Completed special projects assigned by Accounting Department supervisors
- Worked extensively with Microsoft Excel and other miscellaneous software
- Maintained accurate records in the Accounting Department's database

## EDUCATION

**Pepperdine University**      **Malibu, California**      **April 2007**  
Bachelor of Arts, Economics  
Minor: Applied Mathematics

- **Activities:** NCAA Cross Country; Track and Field Club; Math Tutoring

**University of Washington**      **Seattle, Washington**      **2003-2004**

- Completed courses primarily in Mathematics and Economics
- Completed extensive courses focusing on intercultural relationships
- **Activities:** Club Northwest Running; SuperGo Bikes Sales Cashier

## LEADERSHIP

**Pepperdine Cross Country**      **Malibu, California**      **2005-2007**  
**Varsity Team Captain**

- Daily workouts lasting two hours each
- Year-round training
- Member of men's track club and NCAA Division I Cross Country

**Huntington Learning Center**      **Issaquah, Washington**      **Fall 2007**  
**Advanced Mathematics Tutor**

- Specialized in SAT/ACT mathematics preparation for High School students
- Taught students ages 5 through 18 in subjects from reading, writing, physics and calculus
- Consistently scored between 780 and 800 on personal practice tests for SAT Math
- Invited to return to teach at any time

## PERSONAL

### Computer Skills

- Thorough knowledge of Microsoft Excel, Word and PowerPoint
- Experienced in basic computer programming

### Interests and Hobbies

- Distance running, cycling, snowboarding, CAD home design, reading the WSJ