

# Matthew Wilkins

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## EDUCATION

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- May 2017      **Northern Arizona University**  
MBA – Applied Management
- May 2016      **Northern Arizona University**  
BA – Philosophy, Politics and Law  
Minor – Economics

## PROFESSIONAL EXPERIENCE

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- 2014 - 2016      **Student Veteran Success Center Rep.**  
Northern Arizona University - Flagstaff, AZ
- Helped over 50 new veteran students transition into Northern Arizona University.
- 2012 - 2014      **Security Specialist**  
National Cinema Security & Allied Barton – Alameda, CA
- Facilitated communication between on-site management and security management and effectively resolved workplace conflicts.
- 2009 - 2010      **Bartending and Serving**  
Cast Iron Grill and Bar – Suisun, CA
- Helped open a new restaurant franchise, demonstrating adaptability and customer service.

## OTHER EXPERIENCE

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- 2007 - 2012      **United States Marine Corps**  
4<sup>th</sup> Force Reconnaissance Co. – Alameda, CA
- Supervised and trained 6 junior Marines in life support parachute maintenance and service.
  - Tasked with a leadership role in Marine Reconnaissance airborne operations.

## Organizations

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- Sigma Chi International Fraternity – Alumni Association
- USMC Parachute Riggers Association
- Northern Arizona University MBA Alumni Association
- Sigma Chi Huntsman Cancer Foundation

## QUALIFICATIONS

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**Managing Experience**  
Several years' experience and education in managing people within a team and meeting important deadlines.

**Communication**  
Demonstrated effective real-world communication across a diverse set of professional civilian and military environments.

**Time Management**  
Developed strong time management skills and personal accountability through military experience and simultaneous full-time work and school schedule.

## AWARDS

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National Defense, reserve good conduct and global war on terrorism medals - USMC

Meritorious Mast – USMC

Letter of appreciation – USMCR Toys for Tots

## VOLUNTEERING & INTERESTS

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Community service in USMC Toys for Tots, Sigma Chi international fraternity and NAU MBA program.

Passionately interested in continuous personal development and lifelong education.