

Matthew R. Mathis

1 Stonehurst Ct. Pomona, NY 10970

Tel: 845-494-5455 Email: mathism43@gmail.com LinkedIn: <http://www.linkedin.com/pub/matthew-mathis/62/8ba/224/>

PROFILE:

Highly motivated compliance/business consultant and project manager experienced with business licensure, mergers, acquisitions, and entity formation/re-structuring across various business and professional industries, including the highly regulated finance and consumer lending industries. Background and experience in project management, business consultation, research and analysis

Education:

Northeastern University, Boston, MA

December 2016

Master of Public Administrations (MPA)

Notable Coursework: Strategic Decision Making & Management; Policy Analysis, Public Budgeting and Financial Management, Policy Case Studies, Economic Institutions and Analysis, Quantitative Research Techniques & Analysis (SPSS), Organizational Theory & Management, Personnel Administration, Functions & Techniques of Management, Management Information Systems

Merrimack College, North Andover, MA

May 2013

Bachelor's of Arts: Political Science & Criminology, Double Major

PROFESSIONAL EXPERIENCE:

Business Licenses, LLC (Monsey, NY)

2013-2017

Assistant Director -Compliance Research

- Assist corporate executives and business owners in ensuring tax, licensing and regulatory compliance at the federal, state and local levels through in-depth training, planning, development and implementation of business strategies and policies
- Assess client's core compliance risks based on entity type, business industry, activities and prospected locations through audit and gap analyses
- Identify tax, licensing and regulatory agencies at the federal, state and local level; analyze licensing and compliance requirements specific to client's activities
- Advise client's on methods to reduce risk and compliance responsibility associated with their current business model
- Serve as project manager to collaborate interdepartmentally, with clients and with government agencies to develop strategies and establish a coordinated roadmap that bridges clients business target dates with compliance requirements. Prepare comprehensive yet succinct deliverables, including pertinent information in narrative and spreadsheet formats
- Recruit, train and manage daily responsibilities of research team from project development through completion, including project assignments and performance assessments.

Highlights/Achievements

- Promoted three times over the course of four years to Assistant Director position.
- Lead project manager for all complex accounts (finance, alcohol and other highly regulated industries).
- Successfully managed 5+ multi-million-dollar projects, developed and helped implement compliance policies during over 150 project for Fortune companies.
- Managed the expansion/merger project of AT&T/DirectTV; Family Dollar/Dollar Tree; the expansion of GE Capital into a consumer finance industry and Comcast into the security system industry.

Subscript (Remote)

2016-2017

Programs Manager (MPA Internship)

- Oversee, with assistance of Executive Director, the organization's programs, which includes communicating with program leads and connecting each program's results to the organization's headquarters and website;
- Communicating with donors, potential donors, and otherwise working towards extending the reach of the organization through outreach and new program development
- New program and internal policy development through collaboration with the CEO and executive directors.
- Assess personnel needs and develop job advertisements; conduct preliminary interviews of potential candidates
- Provide administrative support for organization and CEO as required.

Johnson & Borenstein, LLC: Attorneys at Law (Andover, MA)**2012-2013*****Administrative Associate/Paid-Intern***

- Maintain contact with current and prospective clients over the phone to address client issues and concerns
- Preparing and filing recorded land plans, phasing amendments, and other documents at municipal and county courts
- Organize, manage and maintain client and firm databases and case record archival

LaFortune & LaFortune: Attorneys at Law (Andover, MA)**2011-2012*****Office Administration/Paid-Intern***

- Designed and implemented strategic system for document archival and database management
- Maintain correspondence via telephone and email with clients to provide updates and schedule appointments
- Conducted case specific research to draft concise reports of pertinent information for court proceedings

AWARDS & ACTIVITIES:

Pi Sigma Alpha National Honor Society (Merrimack College)	2012-Present
Dean's List (Merrimack College)	2010-2013
NCAA Division II Football Student-Athlete (Merrimack College)	2008-2012
Lazarus House Community Volunteer	2008-2010
Albertus Magnus High School Volunteer Football Coach	2008-2013

References available upon request.