

# Matthew Granito

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(856) 266-5252

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## Education

**Gettysburg College**, Gettysburg, PA

**Graduation: May 2022**

BA - Business, Organizations, and Management/Economics (Dual Major) with Minor in Data Science

**GPA: 3.64**

- **Omicron Delta Epsilon** (Economics Honor Society)
- **Dean's List:** 2018-2021
- **Relevant Courses:** Advanced Financial Economics, Data Science Programming, Applied Data Science, Statistical Methods, Accounting for Management Decisions, Intermediate Microeconomics, Intermediate Macroeconomics, Environmental Economics, Econometrics, Advanced Topics in Business

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## Relevant Experience

Accounting Intern | **OPEX Corporation**, Moorestown, NJ

May 2021-Present

- Assisting in implementation of Oracle Fusion ERP system for Accounting Department
- Verifying customer tax exemption certificates to ensure taxation accuracy in AR system
- Analyzing and aligning departments within Oracle HCM and ADP payroll systems
- Working with vendors to increase participation in ACH payments and investigating payable discrepancies
- Documenting accounting procedures including AP, ERP implementation, and monthly reconciliation
- Continuing remotely through Fall Semester

Accounting Intern | **OPEX Corporation**, Moorestown, NJ

November 2020-January 2021

- Contacted vendors regarding scheduled payables and processed payments
- Analyzed and resolved payment issues
- Maintained vendor invoices and updated digital vendor records in system

Extern | **AT&T** | Summer Learning Academy Remote Externship

Summer 2020

- Trained in: Leadership Skills, Program Management, Corporate Values and Culture, and Data Based Strategy

Intern | **Lexus of Cherry Hill**, Mt. Laurel, NJ

May 2018

- Implemented a new, electronic paperless filing system replacing paper documents
- Learned vehicle sales process and financing and entered sales orders into system during one month internship

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## Other Experience

Office Assistant | **Gettysburg College Mathematics Department** | Gettysburg, PA

August 2021-Present

Bellman | **The Reeds at Shelter Haven**, Stone Harbor, NJ

Summer 2019

Server/Cashier | **Buccaneer Ice Cream & Candy**, Avalon, NJ

Summers 2016-2018

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## Leadership & Community Engagement

Consultant | **Giving Ideas to Gettysburg (GIGs)** | Adams County Farmers Market Association

2020-2021

- Recommended and implemented actions to increase sales and traffic in local Gettysburg community
- Utilized Humble Consulting and Design Thinking to address and develop ways to benefit local market

Volunteer | **College Prep Program**, Gettysburg College, Gettysburg, PA

2019-2020

- Mentored and assisted local high school students throughout the college process by providing guidance and feedback on applications and decision making about financial aid, scholarships, and personal statements

Participant | **National Student Leadership Conference**, Georgetown University, Washington, DC

Summer 2017

- Developed leadership skills through workshops and activities including Mock Trial in Law & Advocacy Program

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## Skills

Advanced Proficiency Microsoft Excel | Microsoft Teams | Google Suite | Customer Service | Leadership | Data Analysis | SPSS | Python | Oracle E-Business Suite | Moderate Proficiency Spanish | Zoom Video