

## **Matthew Ojeda**

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### **EDUCATION**

**San Jose State University** San Jose, CA GPA 3.07 – December 2013

Bachelors of Science Business Administration, concentration Finance

**Relevant course work:** fundamentals of finance, investment analysis, corporate financial management, portfolio management, quantitative business analysis, entrepreneurial finance, strategic management

**De Anza College**, Cupertino, CA. GPA 3.04 – June 2011

Associate in Arts-Liberal Art, concentration Business

**Relevant course work:** financial accounting, macro economics, statistics/probability, calculus, microeconomics, intermediate financial accounting, managerial accounting

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### **WORK EXPERIENCE**

#### **English Services**

爱迪学校 (CEDG), Tianjin, People's Republic of China- April 2014 to July 2014

- Taught and managed a class room of 50 students to teach them the English language
- Consulted and worked closely with clients to identify clients needs and wants then provided advice
- Collaborated with management to plan and to participate in several promotion events to represent the company that increased business by 20%.

#### **Vice President of Finance**

AIESEC San Jose, San Jose, CA- September 2012 to December 2013

- Lead a group of 6 people to maintain financial stability, manage investments and oversee operation. Then used accounting, budgeting and forecasting skills to manage over \$20,000
- Analyzed, prepared and summarized recommendation for financial plans and operations. Then identified financial risks and opportunities.
- Worked cross functionally to develop strategies. Then identify processes within the local committee, and recommend actions for improvement to increase income by 21%
- Prepared and presented complex written and oral financial reports. Then presented them to the executive board and the board of advisors.
- Worked on the organizing committee to plan an alumni event that had over 65 attendance

#### **Supervisor**

Great America- Game Time Sports Bar, Santa Clara, CA– July 2010-November 2011

- Collaborated many with employees and managers to increase sales by 15%
  - Used customer service and sales to understand the customer needs then suggested merchandise and products to customers.
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### **SKILLS**

- Computer- Microsoft word, Excel, Power Point
- Communication, presentation skills and interpersonal skills.
- Leadership and team work
- Planning and time management
- Languages- Spanish (basic), Mandarin Chinese (intermediate)