Matthew Baker

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# EDUCATION

**Bachelor of Business Administration in Management** 2015

Saginaw Valley State University, University Center, MI

**Minor: Marketing**
Deans’ List: Winter 2015

**Masters of Business Administration in Sports Management** Anticipated: October 2017

Tiffin University, Tiffin, OH

# RELEVANT COURSEWORK

Human Resource Management Managerial Finance Operations Management

Business Strategies in Sports Business Research Analysis Personnel Management in Sports

RELEVANT PROJECTS

**Golf Course Team Project- Business Strategies in Sports** Spring 2017

* Applied Strategic Management tools learned to evaluate and provide insights to improve operations and profitability at Seneca Hills Golf Course.
* Examined seven areas in detail such as their geographic local market analysis, financial performance, measurement of capital expenditures, and operational review. Conducted studies and projected a 5-year cash flow, providing recommendations to the club.

**Practitioner Interview Project- Human Resource Management** Summer 2016

* Interviewed the District Manager of H&R Block and put together a paper detailing the manager’s performance management practices, how she keeps her workers productive, issues she faces, etc. Provided some recommendations to her.

WORK EXPERIENCE

**Special Projects Assistant-** Sports Management Department February 2017- Present

Tiffin University, Tiffin, OH

* Work directly with the Dean of Sports Management to complete various projects for the department such as alumni connections, designing Sports Management programs, and creating tests for her.

**Front Desk Student Worker**- Counseling and Disability Services Fall 2013- Fall 2015

Saginaw Valley State University, University Center, MI

* Ensured that our students received the best service and accommodations according to their needs by scheduling tests and appointments, directing them to resources, etc.
* Performed tasks such as scanning, organizing/cleaning, proctoring and delivering tests, etc.
* Assisted with office related programs and helped form ideas and strategies on increasing student participation.

COMPUTER SKILLS

 **Microsoft Office: Word, Excel, Power point, Access**

 **Adobe Reader, Epson, Outlook, Publisher, Scribe**

VOLUNTEER WORK

 **Standing in the Gap**, Saginaw Valley State University Fall 2013 – Present

* Assisted with fundraising and event coordination for 9 events

**Lions Club**, Frankenmuth, MI June 2012 – Present

* Help with events by serving meals to families and the community

**St. Lorenz Church**, Frankenmuth, MI August 2013 – Present

* Aided with coordinating Vacation Bible School program by packing lunches and snacks

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REFERENCES

**Melissaa Pococke**, Supervisor

Counseling Center of Saginaw Valley State University

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**Monica Reyes**, Director

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**Scott MacLeod**, Technology Specialist

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**Izabela Szymanska, Ph.D.**, Professor

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