

Matt Charleton

Vancouver, BC
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KEY COMPETENCIES

- Dynamic leadership abilities from a variety of managerial positions
 - Propensity for creative & innovative thought, producing fresh and bold ideas
 - Goal-oriented, eager, and highly motivated by professional development
 - Strong analytical scientific background complemented by comprehensive managerial acumen
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EDUCATION

Master of Management **2009**

Sauder School of Business, University of British Columbia, Vancouver, BC

Bachelor of Science, Anatomy and Cell Biology **2008**

McGill University, Montreal, QC

CAREER HIGHLIGHTS

Project Developer **February 2009 – November 2009**
Sauder School of Business, University of British Columbia, Vancouver, BC

- Collaborated with Sauder School of Business and Strathcona Business Improvement Association on project development
- Established project framework for business engagement and education for utilities companies to target commercial clients
- Created a communications strategy leveraging social media and web 2.0 technologies to enhance program participation
- Extensive research into community and business engagement and energy conservation methodologies

Teaching Assistant **September 2007 – December 2007**
McGill University, Anatomy and Cell Biology Department, Dynamic Histology

- Developed novel approaches to administering course material to enhance student engagement
 - Integrated traditional and novel teaching methods, emphasizing the use of technology
 - Created a peer tutoring & group study program for students
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COMMUNITY LEADERSHIP

Vice President External **September 2005 – April 2008**
Lambda Chi Alpha Fraternity, McGill University, Montreal, QC

- Executive officer, acting on behalf of a multinational organization
- Director of philanthropy and social event coordination
- Dynamic involvement with a variety of local charities

Event Coordinator **September 2005 – April 2008**
Quebec Cancer Foundation, Montreal, QC

- Developed and implemented fundraising initiatives, totalling over \$30,000
- Managed multiple marketing campaigns, including social network media
- Created various programs promoting community involvement and awareness

President/Co-founder **September 2007 – April 2008**
McGill Science Undergraduate Society Sponsorship Committee

- Created a goal-oriented committee focused on institutional development
- Oversaw projects developed by committee officers to facilitate sponsorship initiatives

Executive Administrative Officer **September 2007 – January 2008**
McGill Science Undergraduate Winter Carnival, Montreal, QC

- Streamlined administrative protocols, improving profitability
- Oversaw program finances, managing budget of over \$30,000
- Established sponsorship framework, enhancing process efficiency