

Matt Charleton

<http://www.mattcharleton.com>

(604) 889-7753

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PROFESSIONAL PROFILE

- Dynamic leadership abilities from a variety of managerial positions
 - Diverse academic and professional background, providing unique perspectives and critical thought
 - Driven innovator, motivated by a passion for professional development and education
 - 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

August 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 to enhance program participation and community education

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
 - Emphasized the use of technology, integrating social media platforms to promote collaboration
 - 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

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 media, to enhance participation

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 and efficiency
- Established sponsorship framework, enhancing process efficiency and managing budget of \$30,000