

# Matthew Hopkins

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## EDUCATION

The Pennsylvania State University  
Schreyer Honors College, Smeal College of Business  
Bachelor of Science in Finance  
Minor: Economics, (Concentration in Public Policy)  
3.76/4.0 GPA

May 2014  
University Park, PA

Participated in a supply chain research project in which I provided Unilever with inventory tracking software that they could implement in their North and South American warehouses to cut costs.

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## RELEVANT EXPERIENCE

### Unlimit3D

State College, PA

#### *Business Team Leader*

7/12 – 11/12

- Created a working business plan and business model for a start-up 3D printing company which is looking for \$20 million to \$50 million in seed money.
- Worked with upper management to create and develop a strategic marketing and sales plan to target value customers as well as corporations in order to maximize profits in the growing 3D printing industry.
- Participated in weekly conference calls I which I discussed with the CEO of the company the progress I had been making with the various documents I was tasked to create.
- Reviewed and advised management on certain key aspects to the business plan including structure of the document, key components to include, competitor analysis, and market research.

### PitchBook Data Inc. – Internship

Seattle, WA

#### *Research Associate*

6/11 – 8/11, 5/12 - 8/12

- Organized and managed private equity funds returns data to be uploaded to company website.
  - Worked on a month long project that was aimed at exceeding our direct competition in funds, funds with returns, and limited partner information.
  - Updated and organized client information to create a better, more intuitive experience for the company website in order to gain an edge on the competition.
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## OTHER EXPERIENCE

### New Leaf Initiative, Global Leadership Fraternity

State College, PA

#### *Business Team Member*

1/12 – 5/12

- Created a 150 page long term business plan for New Leaf Initiative to create a global leaders and sustainability fraternity nationally and internationally.
  - Developed a 5-year income statement, balance sheet, cash flows statement, marketing plan, and exit strategy for New Leaf Initiative to be financially able to make its plan work.
  - Dedicated over 15 hours per week researching the legal operating structure of a non-profit organization, meeting with real estate agents in the State College area to find a suitable home for the fraternity, working with the Executive Board of New Leaf on different marketing plans, exit strategies, finding seed money from universities and corporate sponsors, and developing the business plan into a single document.
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## INVOLVEMENT

### Sigma Phi Epsilon Fraternity

State College, PA

#### *Vice President of Finance, Brotherhood Development Coordinator, Risk Manager, Standards Board*

9/10 - Present

- Accountable for budgeting, managing, and collecting all finances for a chapter of over ninety brothers. This includes presenting budgets to alumni and working with the executive board of the chapter to properly allocate funds.
  - Responsible for maintaining order in the chapter house during weekly social functions, philanthropy events, formals, and parents' weekend.
  - Drafted a new set of bylaws and standards code with four other standards board members to uphold the integrity and preserve the democratic process in the house.
  - Created a Brotherhood Development Program that details the various tasks and goals each brother must achieve in order to remain in good standing with the fraternity. The Penn State Interfraternity Council uses my program to display to other households with subpar programs as a model of what a great program should entail.
  - Dedicated numerous hours to different philanthropic events such as fundraising for Penn State's THON for kids with cancer, Ice Follies for Alzheimer's, and Reindeer Games for a local food bank during the holidays.
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## SKILLS

- Advanced proficiency with Microsoft Office (Word, Excel, PowerPoint)