

# MATTHEW EVERETT

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## QUALIFICATIONS

*Business Analysis & Design ~ SAP ERP Systems ~ Strategic Client Consulting*

*SAP Certification Candidate*

Detail-oriented, solutions-driven Consultant with hands-on experience managing IT projects as a team leader for client at *Province University*. Saved client \$2 million by selecting optimal solution to improve infrastructure. Awarded *Expert Consultants for Business Growth* from industry executives. Solid background in performing testing, configuration, and implementation of SAP. Focused on providing clients with solutions that reduce costs, deliver ROI, improve technology, and enhance operations. Proven ability to lead teams, deliver results under pressure, engage audiences, and manage multiple projects simultaneously. Strong personal character with outstanding presentation, leadership, problem-solving, communication, and creativity skills. Willing to travel or relocate.

## CONSULTING EXPERIENCE

PROVINCE UNIVERSITY, Toronto, Ontario

2008 – 2009

*4<sup>th</sup>-Year Consulting Team Project – Team Leader*

- Directed project from concept to completion over eight months for a major firm.
- Met with client to perform needs assessments, requirements gathering, internal business process documentation, and project planning.
- Led comprehensive strategic evaluation of firm's supply chain, manufacturing, logistics, sales and service organizations to increase internal efficiency and competitiveness.
- Conducted request for proposals from vendors, cost benefits analysis, ROI analysis, and technology comparison analysis; selected best-fit solution for client.
- Ran projects that pioneered the start-up of new company and built a leading high-tech business in three months.

## PROFESSIONAL EXPERIENCE

CBR SOCIAL NETWORK, Toronto, Ontario

2008

*Manager of Traffic*

- Led online media purchasing in order to drive traffic to partner sites; ran two to three weekly campaigns on target media sites.
- Devised strategies to optimize campaign traffic using tools and resources.
- Marketed services to U.S. media companies to purchase advertising space on their site for campaigns.
- Gained in-depth knowledge of traffic management, SEO, and building user experiences.
- Monitored campaigns, reported results to CEO, and coordinated communications.
- Analyzed and identified target media outlets for campaigns.

**PROFESSIONAL EXPERIENCE***(Continued)*

MERGER BANK, Toronto, Ontario  
*Customer Service Representative*

2007 – 2008

- Served as the face of the bank to customers performing various customer transactions, including deposits, bill payments, and fund transfers.
- Provided top-notch quality, accuracy, and consistency; sold and marketed new products.

**EDUCATION**

PROVINCE UNIVERSITY, Toronto, Ontario  
*Bachelor of Commerce - Information Technology Management,*

2004 – 2008

- Specialization: Enterprise Resource Planning & Consulting with SAP R/3
- Minor: Human Resources
- Honors: University's Competition Team – Won 2<sup>nd</sup> Place out of 8 teams; 4<sup>th</sup>-Year Consulting Project Team Named "Expert Consultants for Business Development and Growth" by panel of industry executives; won top honors for report, "Challenges in a Globalized Workspace"
- Activities: University's Information Technology Management Society Member
- Project Management: Team Lead for groups of up to 5 people; managed 50 projects over 4 years

**TECHNICAL SKILLS**Expert Knowledge:

Microsoft Word, Excel, Project and Visio with more than 6 years of experience

Advanced Knowledge:

SQL Server 2005, Windows Server 2003; SAP R/3 ERP, SD, PP, CRM, APO, and BW