

Matt Mancini

mmancini121@gmail.com/(803)331-9675

EDUCATION

University of South Carolina

BA, Economics

May 2018 (Expected)

Major GPA: 4.0

BA, Political Science/Minor in Business Administration

Aug 2011

PROFESSIONAL EXPERIENCE

University of South Carolina

Mar 2017 - Present

Teaching Assistant (TA)

- Lead weekly reviews in addition to other assigned tasks to support students enrolled in Introduction to Economics in fall 2017

Student Tutor

- Support students in Principles of Microeconomics, Principles of Macroeconomics, and Introduction to Economics

Publix Super Markets, Inc.

Jul 2011 – Current

Risk Management Intern

Summer 2017 in Lakeland, FL

- Ran SAP BusinessObjects queries with Sr Systems Analyst to identify cost trends in stores, states, and divisions
- Created Excel pivot tables, VLOOKUPS, macros, freeze panes, headers, footers, etc. with BAR Manager RM
- Reviewed Publix financial information and SEC filings to include 10-Q, 10-K, and 11-K [401(k)SMART Plan]
- Managed adoption of Legal Solutions Suite to minimize expenses and increase collaboration across departments
- Analyzed cost increase of Florida(FL) Worker's Compensation(WC) insurance rates following change to FL WC law
- Participated in 2018 FL Legislation meeting, general liability mediation, and financial communications meeting
- Calculated balances, additions, and deductions of self-insurance reserves in Valuation and Qualifying Accounts

Part-Time Front Service Clerk/Grocery Clerk/Baker

Assistant Bakery Manager

- Responsible for customer service, training, scheduling, transfers, payroll hours, ordering and receiving goods

Aerotek, Inc.

Feb 2014 – Nov 2016

Senior Recruiter

- Analyze business requirements, detailed by clients, to develop and implement workforce solutions
- Conduct interviews and examines respective facts throughout the hiring process to ensure quality
- Investigate employment history, qualifications, eligibility, and evaluations of candidates in the hiring process
- Recognized for achievement and sent on incentive trip for surpassing 11,000 in spread
- Supports criminal background checks, drug screenings, and payroll of contract employees
- Communicates with the program Compliance Coordinator before submitting confidential documents

McCarthy Law Firm, LLC

Nov 2009 – Jul 2011

Legal Assistant

- Created spreadsheets of task descriptions, deadlines, rates, and time allocations for every attorney
- Served as a liaison between McCarthy Law Firm and the U.S. Bankruptcy Court, District of South Carolina
- Created trial binders by locating and organizing files in the U.S. Bankruptcy Court database
- Digitized and organized client files to reduce paper use and improve document management
- Used OCR text recognition to increase efficiency during document searches
- Researched financial reorganization under the U.S. Bankruptcy Code for recruitment projects

IT SKILLS

BusinessObjects[SAP], Riskmaster[DXC], Excel (macros, pivot tables, VLOOKUP), R, Word(frames, memos)

LEADERSHIP

Budget Chairman of the USC Elections Commission (fund management, purchasing, vendor compliance)

AFFILIATIONS

Carolina Finance and Investment Association, Gamecock Economics Society, United Way

INTERESTS

Basketball, football, swimming, boating, fishing