Harris Hall, Room 314
State College, PA 16801

Matthew Jason Garawitz

Mig5744@PSU.edu
(973) 809-9829

255 Old Short Hills Road
Short Hills, NJ 07078

OBJECTIVE

To obtain a position with a real estate company to utilize my organizational and analytical abilities and strong desire for success to benefit the company

EDUCATION

Pennsylvania State University **University Park, PA**
Smeal College of Business Class of May 2018
Bachelor of Science in Risk Management/Real Estate

- Sapphire Leadership Program
- Real Estate Bootcamp

HONORS **- Scholastic Booster Scholarship** May 2014
Awarded for demonstrating academic excellence, community service and athletic achievement

WORK EXPERIENCE

Atlantic Realty Company **Woodbridge, NJ**
Paid Internship **New York, NY**
Assisted Managing Director with projects in various departments Summer 2017

- Organized tenant communication and correspondence in the legal department. Spoke with and emailed tenants as a representative of the company
- Inventoried apartment occupancy/availability and ratings; organized information into a useable format for increased efficiency
- Researched online options for improved communication between the company and tenants. Presented findings to senior management in multiple meetings

Obtained New Jersey Real Estate License/Sponsored by Atlantic Realty August 2017

- Passed NJ State Real Estate exam

Summit YMCA **Summit, NJ**
Swim Instructor / Lifeguard 2010–2014

- Led instructional classes for children ages 3-15 years old
- Responsible for at least 6 children in each class, mostly alone
- Participated in weekly discussions with supervisor and other instructors
- Communicated with parents regarding child's progress within program
- Certified Lifeguard

LEADERSHIP EXPERIENCE

Sapphire Leadership Academic Program Sept. 2014-2016
Pennsylvania State University
Smeal College of Business

- Selected to a prestigious leadership program with focus on development of leadership skills
- Engaged in discussions with CEOs in businesses
- Participated in leadership building exercises

Penn State Superheroes For Kids 2014-present
Student run club, which provides mentoring and positive role models for children with physical disabilities, life threatening illness, and learning challenges all while in Super Hero dress

- Planned and organized visits to school, hospitals, camps and community events
- Led charity event fundraising, orchestrated student/club participation in American Cancer Society Relay for Life event at Penn State University
- Senior leader promoting club activities on Penn State Campus