

Permanent Address:

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Arlington, VA 22207

Matthew Allen

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Current Address:

1312 Devon Ln
Harrisonburg, VA 22801

Education

James Madison University

Bachelor of Business Administration in Finance

Harrisonburg, VA

Expected Graduation: May 2023

Cumulative GPA: 3.46/4.00

Relevant Experience

Madison Investment Fund

Junior Analyst, Healthcare & Consumer Staples Sector

Harrisonburg, VA

September 2020 – Present

- Perform financial analysis in a student-led value investment fund responsible for upholding fiduciary duties on behalf of the JMU Foundation by managing a diverse equity portfolio of over \$375,000
- Incorporate both quantitative and fundamental financial analysis to create and present a sell pitch on General Electric, as well as buy pitches for Stryker Corporation and Procter & Gamble
- Develop weekly reports on multiple holdings within the Consumer Staples sector, specifically focusing on the relative valuation of holding companies and assessing potential regulatory impacts on the industry
- Participate in educational presentations through Wall Street Prep and host market discussions

Brown Miller Wealth Management

Investment Research Intern

Tysons Corner, VA

May 2021 – Present

- Actively contribute to investment committee meetings weekly to develop strategies and asset allocation models
- Analyze equities and fixed income securities in a portfolio of over \$500 million in assets under management
- Participate in presentations from fund managers in sourcing new alternative investment opportunities

Work Experience

Washington Golf and Country Club

Bag Room Attendant

Arlington, VA

July 2020 – August 2020

- Maintained quality interpersonal communication ensuring full service for all club members of the golf course
- Managed coworkers to organize, cleanse, and store equipment worth \$300,000 in customer assets
- Handled member relations including cleaning and dispersing equipment to ensure an efficient golf experience

Northside Social Coffee and Wine

Chef de Partie

Falls Church, VA

June 2018 – August 2019

- Accounted for and maintained records of a large inventory of produce and dry goods, maintaining the bottom line
- Assisted the Executive Chef in creating new menu items and recipes to sustain a seasonal full-service menu

Leadership & Volunteer Experience

Phi Gamma Delta

President

Harrisonburg, VA

November 2020 – Present

- Direct segment operations for philanthropy, recruitment, scholarship, judicial, and risk management boards while administering executive decisions to over seventy active members and maintaining alumni relations
- Oversee treasurer budget of over \$50,000 member's expenses and philanthropy raised funds
- Maintain the role of a liaison for the chapter with International Headquarters and James Madison University

Campus Kitchen

Volunteer

Washington, D.C.

August 2015 – May 2019

- Served the food insecure population in Washington through meal preparation and distribution
- Collaborated with Martha's Table and the McKenna Center to house and feed the homeless

Skills and Interests

Technical & Soft Skills: Wall Street Prep, Bloomberg Terminal, Spanish (basic)

Activities & Interests: Squash, Chess, Cooking, Non-Fiction Reading, Golf

Awards & Honors: Harvard Business Publishing Excel Certification, Dean's List Spring 2020, 2021