**Matthew Sell**

msell33@nmsu.edu **|** (575) 635-2938 **|** Las Cruces, NM

**Education**

**Master of Business Administration** – 3.8 GPA **Expected Aug 2024**

New Mexico State University Las Cruces, NM

* Member of NMSU CEO (Collegiate Entrepreneur Organization)
* Beta Gamma Sigma member

**Bachelor of Business Administration – Marketing –** 3.7 GPA **Dec 2022**

New Mexico State University Las Cruces, NM

* 1888 Leadership Scholarship Recipient for 4 years
* Nominated for Outstanding Marketing Senior at NMSU

**Professional Experience**

**Arrowhead Center: New Mexico State University – Las Cruces, NM**

Graduate Research Assistant **Jan 2023 – Present**

* Took lead on research portion for projects, overseeing all research activities and progressing projects forward.
* Conducted extensive research on government-funded awards and competitions in SBIR/STTR programs, strategically maximizing funding opportunities in alignment with organizational goals.
* Member of NM FAST and NM CERG teams, facilitating access to resources and fostering collaboration to promote entrepreneurship in New Mexico.

**Farm Bureau Financial Services**

Underwriting/Claims Intern **July 2022 – Present**

* Applied strong attention to detail when reviewing policy documents, updating and assessing risk on insurance policies for compliance purposes while minimizing potential liabilities.
* Reviewed and addressed client and agent requests to facilitate seamless policy adjustments, demonstrating expertise in insurance products and regulations.
* Extracted insights and trends using data analysis, effectively presenting the information through visually compelling graphs and spreadsheets.

Account Contact Representative **Jan 2020 – July 2022**

* Proactively scheduled appointments and processed payments, ensuring seamless interactions with clients.
* Adapted communication style for effective understanding between clients with diverse preferences or cultural backgrounds.
* Effectively managed high volume of outbound calls daily, maintaining composure and delivering excellent client service while promptly resolving issues.

**Skills**

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| * Research and Data Analysis * Project Management * Presentation Skill * Microsoft Office (Excel, Word, PowerPoint) | * Analytical Thinking * Adaptability * Teamwork and Collaboration * Strategic Thinking and Problem Solving | * Self-Directed and Motivated * Leadership * Communication * Insurance Underwriting * CRM |