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## Matthew R. Baker

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### Background

Currently a senior Hospitality and Tourism Management major at Virginia Tech and a member of the Club Golf Team for the past four years. Also a member of Pi Sigma Epsilon, a professional sales and marketing fraternity, and have held leadership responsibilities. Completed 21 hours of accounting classes in addition to core business classes.

### Skills

- ServSafe Certified
- TIPS Certified
- Advanced Excel: Excel Tables and Charts, Pivot Tables and Pivot Charts, Lookup Functions, Financial Functions, Database Functions, Data Analysis Tools and What-If Analysis
- Basic VBA programming and User Interface development

### Education

#### **Virginia Tech- Blacksburg, VA**

2011-2015 ( Dec 2015)

Major- B.S. in Business- Hospitality and Tourism Management

### Professional Experience

#### **HotelAVE (May 2015- Present)- Providence, RI**

Revenue Management Analyst- Working remotely for the VP of Revenue Management to complete audits of hotels within the Company's portfolio of assets under management. Audits include weekly STR Rollups, Website Audits, and Rate Shops.

#### **Compass Pointe Golf Courses (May 2015- July 2015)- Pasadena, MD**

Golf Operations Internship- Maintained the customer service standards of Billy Casper Golf while working mainly in the pro shop, processing member and guest reservations; also assisted in the execution of tournaments and summer kids' camps.

#### **Augusta Country Club (January 2015- April 2015)- Augusta, GA**

Seasonal Intern: Supervisor- Rotational internship through the various departments (golf shop and agronomy, membership, and communications) within the club with a focus on food and beverage. Responsibilities focused on service, staff training, developing and maintaining standards, planning and execution of events.

#### **Roaring Gap Club (July 2014)- Roaring Gap, NC**

Accounting Internship- Worked with the CFO of the club to complete daily internal accounting tasks.

#### **Roaring Gap Club (May 2014- July 2014)- Roaring Gap, NC**

Rotational Food and Beverage Internship- Primarily a server at the multiple restaurants at the club. Obtained experience in serving fine-dining, casual dining, buffet-style, private party, and catered events; Also have experience in the other departments at the club, as well as assisting in golf course outings.

### Leadership/ Volunteer Experience

#### **Pi Sigma Epsilon Director of Membership (Fall Semester 2014)**

Planned all chapter events and activities for the members of PSE.

#### **Mountain Lake Lodge (October 2014)**

Banquet server for two wedding receptions, one being buffet- style, and the other being a plated dinner.

#### **HMA Advisory Board Dinner (October 2014)**

Served board members, recruiters, and scholarship winners in a synchronized serving style.