



# MATTHEW GODFREY

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28 N. Archmore Street, Saratoga Springs, UT 84043

## ■ EDUCATION

### Utah Valley State College

B.S., Criminal Justice with an emphasis in Constitutional Law.

**April 2005**  
Orem, Utah

## ■ EXPERIENCE

### Sales Associate

Hammond Greetings and Promotions

**August 2006 - Present**

Draper, Utah

- Maintained client satisfaction and loyalty by acting as a liaison between clients and Hammond Greetings and Promotions.
- Generated over 50 new clients who have returned as loyal clients.
- Prospected over 75-percent of the time finding new clients and new ways for the clients to use new products.

### Real Estate Assistant

Mark Sandford, Realtor® at Seven Gables Real Estate

**December 2005 - August 2006**

Orange, California

- Increase productivity and decrease lost revenue by creating a filing and organizational system for past sales and finances related to owned rental properties.
- Prepare paperwork and presentation for the sale and proposal of a listed home by paying attention to detail, researching current market trends and following up with title companies and other sources of pertinent information.
- Help agent stay structured and dependable by scheduling appointments, itemizing the importance of the needs of clients and tenants and filtering phone calls.

### Store Manager

Missionary Depot

**December 2004 - August 2006**

Orem, Utah & Orange, California

- Train new employees on merchandise, store up-keep, and how to correctly outfit missionaries with items they need.
- Highest selling sales associate at the stores worked by keeping loyalty to Missionary Depot strong and satisfaction high by promptly following through with client needs, requests and concerns.
- Manage and organize inventory and finances to ensure items are in stock and ready for purchase.

### Apartment Manager

Duplex House

**May 2003 - May 2005**

Provo, Utah

- Acted as a mediator between tenants and owner while living next door to tenants.
- Quickly responded to the need of maintenance repairs, collect rent, and deal with tenant problems in a fair manner.

### Sports Specialist

Provo Parks & Recreation

**Seasonal April 2003 - October 2004**

Provo, Utah

- Taught tennis lessons to both adults and children to improve tennis skills.
- Kept score at games for little league baseball, adult softball, and state tournaments.
- Assisted children ages three to four develop basic baseball skills while holding Saturday workshops focusing on throwing, hitting, catching, and running.
- Encouraged children playing tee-ball by learning names and helping them to score points and make plays as an umpire for tee-ball.

## ■ VOLUNTEER SERVICE

### Church Representative

Service Mission

**January 2000 - January 2002**

Angeles, Philippines

- Learned to fluently speak, read, and write in Tagalog while living among the native Filipinos.
- Performed 400 hours of community service helping citizens build homes, farm, and at elementary schools.

## ■ EXTRA-CURRICULAR ACTIVITIES

### Law Society

Utah Valley State College

**January 2003 - April 2005**

Orem, Utah

- Publicity officer from May 2003 to April 2004.
- President from May 2004 to April 2005.

### Boy Scouts of America

Troop 425

**February 1997**

Salt Lake City, Utah

- Awarded Eagle Scout recognition by completing the necessary merit badges and organizing a community blood drive.

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