

Matthew Cooper

Address: 16 Kedleston Close, Northampton, NN4 0WF, UK
UK Tel: +447460 412843 **Email:** matthew-1205@hotmail.co.uk

About Me

I am a dedicated, hard working graduate who has recently completed a year working and travelling abroad. I have a wide range of experience including in licensing, marketing, sales and business management.

- **Excellent Academic Results:** Achieved First Class honor's degree in Business Management at De Montfort University in 2017 & A Merit in MSc Economics & Marketing in 2018. Demonstrating my determination, hard work and enthusiasm.
- **Finance Experience:** Treasurer for DMU Poker society. I have on the job financial experience including forecasting and budgeting for a startup business, bookkeeping and routine financial tasks. Managed the team financial budgets/forecasts whilst at Nickelodeon.
- **Business Passion:** Have assisted with the setup and running of family businesses. Have created award winning business plans that have been presented to numerous investors.
- **Hard Working:** Obtained numerous awards and certificates in subjects for hard work and dedication
- **Confident:** Customer service and administration experience has made me confident in dealing with both customers and professionals, while enhancing my communication skills.

Experience

[Viacom \(Nickelodeon\)](#) – September 2015 – July 2016

European Licensing Retail Sales Intern - London, UK

- **Document Management** - Ensuring that key documents such as licensee lists, counterfeit trackers and contact lists remain updated and available to the licensing team.
- **Project Management** - Working on various projects, ensuring that they are delivered on time and to standard. Project areas range from handling client relationships to researching new areas for development.
- **Event Management** - Helping to run various events, ensuring that key products are sourced and delivered, important services are booked and in place and generally helping to run and set up events.
- **Competitor Analysis** - Doing weekly trips around London to analyse the current activities of both Nickelodeon and its competitors, noting any new activities and providing a detailed analysis of the trip to the team to aid the development of new activities.
- **Partner Management** - Working with internal and external customers to help manage relationships and drive new growth of partnerships.
- **Team Work** - Working as a team, helping as required so that the team could continue to meet deadlines and continue to drive success within the department.

[A Route 2 Hire](#) – July 2008 – October 2018

Conductor - Northampton, UK

- **Excellent Customer Service:** Providing high levels of customer service by assisting customers with their needs and queries. Duties include drinks service and managing customer problems.
- **Staff Management and Training:** Responsible for training new conducting staff and ensuring existing staff provide excellent levels of customer service.
- **Sales and Marketing:** Representing A Route 2 Hire at exhibitions and managing new promotional

materials. Duties include promoting company to potential clients, overseeing design of promotional items and assisting with customer quotes.

- **Forecasting and Investment Analysis:** Experience in creating sales forecasts and analysing expansion prospects for future investment.
- **Meticulous:** Ensuring vehicles are in excellent condition and that staff are well presented.
- **Communication and Office Skills:** Answering calls, handling queries, updating databases, responding to quotes.

[French Woods Festival / Camp America](#) – July 2017/19 – September 2017/19

Props Master & Camp Counsellor – Props Department – New York, USA

- **Project Management** - Working to make and deliver props for 6 shows every three weeks, arranging meetings with directors and stage managers, designing the required props and making them once approved.
- **Team Work** - Working in a team of three to ensure that we all meet the deadlines for our 6 shows every three weeks and ensuring that the team is fully supported.
- **Co-Leading Department** - Ordering new materials, making rotas and ensuring that the team is communicating correctly and is working together efficiently and meeting deadlines.
- **Engaging with Campers** – Safe guarding 10 children, ensuring that they are having a fun and enjoyable experience while at camp whilst ensuring their safety.

[Croques](#) – September 2016 – May 2018

Kitchen & Sales Assistant - Leicester, UK

- **Customer Service** - Dealing with customers in a fast paced environment, ensuring orders are taken correctly and customer needs are met while providing an excellent level of service quality.
- **Team Working and Communication** - Working as a team within the restaurant to ensure that customer orders are successfully fulfilled and delivered on time. Ensuring good communication between the team is vital.
- **Kitchen Prep Work** - Prepping food in the morning for daily service such as preparing vegetables, cooking base ingredients and ensuring stock levels.
- **Food Service** - Making food to order according to customer specifications.

Education

De Montfort University **2013-2018**

BA (Hons) Business
Management
1st Class Honours Degree
MSc (Hons) Business
Economics & Marketing
Awarded Merit

Abbeyfield School **Northampton**

2006 - 2013
3 A Levels and 1 AS Level
11 GCSE's (Maths B, Science
B, English A)

Skills

IT Skills: Excellent use of Microsoft Office packages including Word, Excel and PowerPoint, Adobe Suite including Photoshop, Premiere Pro and After Effects. Also skilled in using the 3D modelling software Google SketchUp and the Database software; Quickbooks.

Food Hygiene Level 2: Certificate in Food Hygiene gained in 2009 at Abbeyfield School

Mixology: As part of the DMU Cocktail Society I have been trained in Mixology

Hobbies

Cosplay & Prop Building - Designing and building elaborate costumes and props for use at conventions such as Comic Con. Skills have been self-taught over the course of a year, with some costumes having won awards at conventions and events.

Drawing & Painting - Taught self to draw and paint using watercolours and digital software.

YouTube Video Creation - Self-taught video editing that is used to create videos that are uploaded to YouTube as a hobby. Since creating the channel it has achieved partnered status and over twenty seven thousand views.

Rock Climbing - Part of the DMU Rock Climbing team having competed in varsity matches. Working as a team to help each other improve and learn new ways to climb and improve our ability.

References

On Request