

Matthew A. Habas

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Objective: A position with growth potential where my discipline, positive attitude, professionalism, untiring efforts and interest can be utilized in the work environment.

Education: **Illinois State University, Normal, IL**

Degree: Bachelor of Science

Major: Insurance

GPA: 3.2/4.0

05/2011

Joliet Junior College, Joliet, IL

Degree: Associates in Arts

05/2009

Awards: **National Math Honors Society**

Held a GPA of 3.5/4.0 in Mathematics courses, as well as a 3.5/4.0 GPA overall

Activities, Organizations and Volunteering:

Gamma Iota Sigma

September 2010-present

Insurance and Finance business fraternity active member

Helped out at the local Veterans of Foreign Wars establishment to serve food and interact with veterans and their families

Aug 2005-Jan 2006

Risk Insurance Management Society

October 2010-present

Work Experience:

Mitchell's Food Mart (February 2006-June 2009)

- Butcher, carry-out service
- Helped customers with questions to ensure satisfaction
- Made sure store was running ethically and smoothly
- Worked in a team environment
- Helped owner with stock orders at the end of the month

Skills:

Proficient in the following programs:

- Microsoft Word, Excel, PowerPoint and Access
- Excellent financial skills
- Customer friendly
- Remarkably team oriented
- Able to work productively