

## **MATTHEW C. TOWNSEND**

### **Campus Address**

2600 Fenwood Ave.  
Terre Haute, IN 47803  
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### **Home Address**

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Middlebury, IN 46540  
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### **OBJECTIVE:**

To gain an internship with a company in quality control, with an emphasis in statistical analysis.

### **EDUCATION:**

Indiana State University, Terre Haute, IN  
B.S., December 2000 G.P.A.: 3.37/4.0  
Major: Quality and Decision Systems  
Minor: Management Information Systems  
Courses Taken:  
Financial and Managerial Accounting, Micro and Macroeconomics, Business Law, Production Quality and Control, Business Statistics, Introduction to Finance, Management, and Marketing, Business Writing, Systems Analysis and Design, Introduction to Microsoft Word, Excel, and Access, and 3 semesters of Spanish

### **CAMPUS ACTIVITIES:**

Sigma Alpha Epsilon  
Scholarship Chair, Activities Chair  
Delta Sigma Pi  
Vice President of Chapter Operations, Chancellor  
Order of Omega (Honorary Fraternity)

### **WORK EXPERIENCE:**

Assistant Manager, Subway, Kalamazoo, MI, May 1999-August 1999  
--Opened or closed store daily  
--Responsible for daily paperwork involving store's cashflow, inventory, and sales  
--Assisted with scheduling, food orders, and money handling  
--Assisted in supervising eight to ten employees

### **AWARDS/SCHOLARSHIPS**

--Dean's Scholarship (\$1200/year), 1996-present  
--Dean's List (3.75 g.p.a. and above), Fall Semester 1996