

CHARLES MATHEWS

EDUCATION

- University of Saint Thomas**, Saint Paul, MN
Bachelor of Arts, Finance, Expected in 12/2026
- Merit Scholarship Recipient
 - Executive Board Member on the Finance Club
 - Scholars of Finance Member
 - Consumer Staples Analyst of Saint Thomas Academy Cadet Fund (Student Managed Stock Portfolio)
 - Minnesota Personal Finance Decathlon (Third Place)
 - Saint Thomas Academy Personal Finance Class
 - [4.0] GPA
 - Dean's List

SKILLS

- Organization and Time Management
- Attention to Detail
- Self-Motivated
- Team-Oriented
- Collaborative
- Dependable and Responsible
- Excellent Communication

WORK HISTORY

SANDWICH ARTIST 06/2023 to 09/2023

Subway, Mendota Heights

- Kept workplace clean and organized in line with restaurant policies
- Greeted guests, promoted specials, and took orders
- Prepared and presented food in compliance with health and safety guidelines
- Trained team members to prepare sandwiches and other items according to instructions

LAWN CARE TECHNICIAN 04/2018 to 09/2023

Self Employed, Minnesota

- Provided lawn care to 8 different clients for whom I would mow and trim their lawns, and sometimes provide other yard work related services i.e raking leaves, watering plants etc
- Built client base by knocking doors, thoughtfully maintained relationships, provided a service, received payments

LANDSCAPER 06/2022 to 09/2022

Local Neighbors, Mendota Heights

- Maintained grounds by trimming, weeding, and general clean-up
- Performed planting, watering, mulching, and edging of lawns
- Removed weeds, hazards, and debris from common pathways to improve usability

KITCHEN STAFF MEMBER 06/2021 to 09/2021

Raising Canes, West St. Paul

- Maintained clean, trash-free workspaces to maximize productivity and safety
- Followed proper handling and sanitation procedures to comply with food safety standards and protocols
- Made food according to standard recipes with requested changes for customer satisfaction
- Cleaned and sanitized dishes and utensils, consistently keeping adequate supplies on hand for expected customer loads