

# Matthew Bass

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## Work Experience

**Mr. S Leather Company, Inc.**

*May 2002–Present*

**Retail Manager, Mr. S Leather San Francisco**

- **Train and supervise 14 employees** Manage Sales Floor Staff, Buyer, Shipping & Internet Sales employees. Created our first sales based incentive program that set realistic sales goals designed to boost sales & employee morale without creating competition between the employees
- **Researched and implemented POS Inventory system** Completed the research, equipment purchasing and configuring of the system that coordinates 3 stores, internet sales, 28,000 individual inventory items, purchasing, and customer tracking. Perform continued System Administrator Maintenance.
- **Analyze company sales data** Taking the data from the POS system I am directing outside purchasing, budgets & in house manufacturing quantities to maximize our resources and identify weak areas that need to be addressed.
- **Coordinate trade shows** Merchandising, visuals, shipping of equipment and goods & staff coordination
- **Graphic Design & Marketing** Designed and implemented new logo and marketing campaign to help modernize company image. I create ads for event publications, fliers, newspapers and magazines and design regular HTML e-mail newsletters that reach our list of 28,000 customers

**Illinois Restaurant Assoc. Educational Foundation**

**Operations & Program Manager**

*January 2001–April 2002*

- **Managed statewide School-to-Career program** Directed teachers regarding program standards, developed relationships between local businesses and schools, designed database to capture data from the 1600 students, 80 instructors and 400 work sites involved to illustrate the effectiveness of the program
- **Analyzed and re-designed Foundation materials** Designed press kits and event materials aimed at divergent constituent groups, created Foundation style guide, produced quarterly newsletter
- **Managed \$100,000 Scholarship Program & Career Mentoring Initiative** Coordinated application, judging and award process, recruited/trained industry mentors, organized annual Awards Luncheon
- **Designed & executed new annual fundraising event** Organized public competition in downtown Chicago, coordinated 21 Illinois culinary teams, designed all event materials, managed event judging/scoring process
- **Managed general office operations** Supervised office staff, monitored accounts payable/receivable, created invoices, collected outstanding payments & purchasing of equipment

**Golden Gate Restaurant Association—Administration Coordinator**

*December 1999–November 2000*

- **Coordinated Association classes, events, board and committee meetings** Managed registration process, responsible for meeting coordination, site preparation and printed materials
- **Designed new data management systems** Designed databases for event coordination and Political Action Committee reporting, evaluated and reformatted pre-existing systems to better meet Association needs
- **Administered GGRA Scholarship Foundation** Managed application, interview and judging process, designated monetary disbursements, established student tracking systems, performed account reconciliation
- **Maintained all accounts payable and receivable related items** Processed deposits, performed cost analysis, printed checks, reconciled petty cash, created invoices for classes and fund raising events
- **Ensured proper functioning of the Association office** Supervised and trained employees, ordered supplies, purchased equipment

**Computer Skills**

**Office Administration** Microsoft Office Suite (Access, Excel, Word, Outlook, PowerPoint)

**Graphics & Web** Illustrator CS2, Photoshop CS2, Dreamweaver 8, Flash 8, Fireworks 8, Acrobat

**Accounting & Inventory** RetailPro 8 (System Administrator), Peachtree, MYOB, Quicken

**Education**

**University of San Francisco co-op program with the Academy of Art College** 1990-1993 BFA program, sculpture and small metals (jewelry)