

# MADISON MATTILA



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Houghton, MI

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## Education

**Bachelor of Science in Accounting and Management Information Systems** with Concentration in Data Analytics

**Masters of Science in Accounting** with Certificate in Accounting Analytics

Michigan Technological University - Undergraduate expected in Spring 2025, Masters expected in Fall 2025

**Cumulative GPA: 3.95, Department GPA: 3.92**

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## Work Experience

**Tax Intern** - Rukkila Negro & Associates, CPAs, PC

December 2021 - Current (Seasonal)

Completed income tax returns for individual clients, issued 1099s and assisted business tax returns for business clients. Responsible for communications regarding clients' engagements and completed clerical work within the office.

**Director of Online Marketing** - Stitched Apparel & Graphics

September 2023 - Current

Collaboration with design and production teams in order to create designs for embroidered sweatshirts. Responsible for content creation and online marketing along with online sales.

**Clubhouse Manager** - Portage Lake Golf Course

July 2022 - Current (Seasonal)

Responsible for managing a team of 15-20 students, including creation of the weekly shift schedule. Tasked with checking golfers in for tee times, serving food and beverages, opening/closing the clubhouse, and performing end-of-day tasks such as counting cash drawers and cleaning.

**MSA Student Ambassador** - Michigan Technological University

January 2023 - Current

Represented the program to students and alumni, provided information to prospective students, assisted with recruitment events, and facilitated the creation of media released on social media streams.

**Media Intern / Gameday Operations Manager** - Wisconsin Windigo

March 2022 - March 2023

(North American Hockey League)

Responsible for set-up, take-down and oversight of merchandise and ticket sales on game days. Responsible for planning and carrying out promotional events during games. Facilitated and created content for the hockey team's social media streams and website.

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## Leadership & Involvement

Undergraduate Student Government

March 2023 - Current

**College of Business Representative - PR Committee Vice Chair**

Kappa Sigma Iota (Accounting Club)

September 2021 - Current

**Vice President of Fundraising and Recruitment**

MTU Applied Portfolio Management Program

March 2023 - Current

**Portfolio Manager - Chair**

Houghton High Girls' Soccer Team

March 2022 - Current

**Assistant Coach**

MTU Women's Golf Club

September 2022 - Current

**Vice President**

Volunteer Income Tax Assistance (VITA)

Seasonal - Tax Season

**Volunteer Tax Preparer**

Big Brothers Big Sisters of America

July 2023 - Current

**Big Sister**

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## Skills

- Tax Preparation
- UltraTax Software
- Financial Analysis
- Teamwork/Collaboration
- Flexible
- 1099 Express Software
- Microsoft Excel
- Fast Learner
- Project Management
- Problem-Solving
- Time Management
- Attention to Detail