

Matthew Saita

matthewsaita7@gmail.com | www.linkedin.com/in/matthew-saita

517 Greenbush St
Scranton, PA 18508
(272) 207-8073

EDUCATION

The University of Scranton, Kania School of Management

Bachelor of Science in Business Administration

Scranton, PA

Anticipated Graduation May 2026

- Overall GPA: 3.97/4.00
- Presidential Scholarship
- Dean's List: Six semesters

RELEVANT COURSEWORK

- History of Architecture – Learned the basics of different architectural styles
- The Entrepreneurship Mindset – Developed methods to create stability in unstable environments
- Resource Acquisition and Management – Learned how to manage projects with many moving parts

EXPERIENCE

Altitude Development

Laborer

Scranton, PA

Summer 2022-Present

- Performed various manual tasks such as painting, cleaning, and transporting materials to support construction projects, ensuring efficiency, safety, and effective communication
- Prepare spaces for home remodels and renovations as requested by management
- Complete tasks and projects to meet company management satisfaction in a timely manner
- Communicate with coworkers to allow for complete understanding of job status and plan forward
- Develop ways to complete tasks more efficiently while still adhering to necessary safety precautions

Self-Employed

Lawn Care Worker

Scranton, PA

Summer 2019-Present

- Complete jobs such as mowing, edging, and trimming in accordance with client specifications
- Arrive at jobs on time and complete them promptly
- Negotiate prices with clients to satisfy both parties
- Construct methodical routes to minimize time spent on the road

VOLUNTEER EXPERIENCE

Immanuel Lutheran Church

Volunteer

Scranton, PA

December 2021-Present

- Bring poinsettias to congregation members and provide companionship during the Christmas season
- Lead and mentor younger students through the volunteer program to foster engagement

Coaches vs. Cancer

Organization Member

Scranton, PA

September 2021-March 2022

- Actively participated in meetings to discuss fundraising strategies for cancer research
- Collected donations at basketball games to support fundraising efforts

LEADERSHIP EXPERIENCE

PA American Legion Baseball

Team Captain

Scranton, PA

Summer 2022

- Motivated the team to practice and achieve team and individual goals
- Facilitated communication between players and coaches to enhance the overall team experience

OTHER INFORMATION

Activities: College Baseball, Car Enthusiast

Skills: Microsoft Office (Word, PowerPoint, Excel, Outlook), Google Workspace

Interests: Baseball, Real Estate, Music