

## MATTHEW L. KESSLER

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### Education:

#### **Polytechnic University** - Brooklyn, NY

MASTER OF SCIENCE – *IN PROGRESS* CURRENT GPA: 4.0  
Major: TRANSIT & TRANSPORTATION MANAGEMENT  
ANTICIPATED DATE OF GRADUATION: JUNE 2010

#### **Hofstra University** - Uniondale, NY

CERTIFICATE WITH HONORS - 2004  
Major: PARALEGAL STUDIES  
ATTORNEY-INSTRUCTED GRADUATE-LEVEL CURRICULUM IN VARIOUS AREAS  
OF LAW

#### **American Academy McAllister Institute** - New York, NY

DIPLOMA - 1989  
Major: MORTUARY SCIENCE

#### **City University of New York Graduate Center** - New York, NY

CUNY BA/BS PROGRAM  
BACHELOR OF SCIENCE – 1989 – *MAGNA CUM LAUDE*  
Major: TRANSPORTATION MANAGEMENT

#### **Queensborough Community College** - Bayside, NY

ASSOCIATE OF APPLIED SCIENCE - 1986  
Major: TRANSPORTATION MANAGEMENT

### Experience:

4/1991 – PRESENT

#### **Peninsula Memorial Chapels & Funeral Service** - Hollis, NY

*LICENSED MANAGER*

RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- ◆ PERSONAL DAY-TO-DAY OPERATION OF A 24/7 RETAIL SERVICE BUSINESS
- ◆ MANDATORY KNOWLEDGE OF LAWS IN 4+ STATES AND FEDERAL CODES
- ◆ ACCOUNTS RECEIVABLE AND PAYABLE; INCLUDING RECONCILIATION AND AUDITING DUTIES
- ◆ ARRANGED, DIRECTED AND MANAGED MULTIPLE FUNERALS IN A SINGLE DAY WITH NO SUPERVISION
- ◆ SUPERVISED AND TRAINED ANYWHERE FROM 5 TO 20 FUNERAL AND RELATED PERSONNEL WHERE SERVICES REQUIRED ADDITIONAL SUPPORT
- ◆ EMPOWERED WITH EXECUTIVE AUTHORITY TO REPRESENT THIS FIRM IN ANY SITUATION; INCLUDING RESOLVING COMPLAINTS & APPLYING CREDITS
- ◆ PERSONALLY OBSERVE EVERY SERVICE AND INSPECT ALL MERCHANDISE PURCHASED AND SOLD AS PART OF CORPORATE POLICY
- ◆ PERSONALLY ESTABLISHED A FOLLOW-UP POLICY WITHIN A SET TIME-FRAME CONSISTANT WITH ESTABLISHED CORPORATE POLICY TO INSURE THAT SERVICE AND MERCHANDISE PURCHASED BY THE CUSTOMERS MET AND EXCEEDED THEIR EXPECTATIONS