

MATTHEW CHAMBERS

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1350 Yarmouth Ave. Unit 105
Boulder, CO 80304

OBJECTIVE

Motivated individual seeking a position with flexible hours.

EXPERIENCE

Community Meditation, Boulder, CO

4/2008 – Present

Executive Director/Founder

- Founded a non-profit organization with the mission of providing education, support, and research regarding meditation and intention manifestation practices for the improvement of individuals and the expansion of human consciousness.
- Developed company website www.communitymeditation.org
- Created partnerships with various organizations and state agencies to provide an alternative means of community service in which individuals work on public outreach initiatives to discuss the health benefits of our scientific-based, stress reduction meditation program.
- Study, practice, and teach daily meditation through our program.
- Event planning/coordination, business development, web marketing, operations, and strategic planning.

MB Commodities, Boulder, CO

8/2006 – 4/2008

Cash Grain Broker

- Brokered cash grain – corn, soybeans, and wheat delivered by rail to Chicago.
- Worked with professional grain traders and country elevators to facilitate trade and provide liquidity to cash markets.
- Gained an in-depth understanding of basis patterns and the interrelationship between cash markets and futures markets.
- Followed the grain futures markets daily for the past 17 months. Studied calendar spreads and utilized basis delivery values at the river in Chicago to forecast spread convergence patterns.
- Traded a discretionary futures account in conjunction with my employer, learning first hand the intricacies of grain futures markets, execution functions, margin requirements, and contract specifications.
- Brokered export container business to Asia. Identified US suppliers with transloading capabilities to meet consumptive demand from Asian end users.

Consolidated Trading, Chicago, IL

11/2006 – 1/2006

Trader Assistant

- Assisted traders in market making activities for options on S&P 500 futures and the S&P 500 index on the floors of both the Chicago Mercantile Exchange and the Chicago Board Options Exchange.
- Performed daily reconciling of trades to identify and correct out-trade errors.
- At the Merc, manually entered trades into our risk management/option pricing software and verified trade hedges to maintain a delta neutral position.
- At the CBOE, performed duties as an Arb clerk, relaying messages between traders in the S&P 500 pit with electronic traders and risk managers in our upstairs office.
- Studied Natenberg's "Option Volatility & Pricing" through an in-house option trading course taught by one of the firm's top equity option traders.

Colorado Capital Management, Boulder, CO

11/2002 – 10/2005

Financial Analyst

- Participated in the discretionary management of over \$70 million in client assets.
- Implemented investment strategies and executed trades on behalf of clients.
- Responsible for maintenance and oversight of the firm's portfolio management software and database, including transaction reconciliation and new account set up.
- Coordinated offers to purchase Goldman Sachs IPOs, and allocated available shares among eligible clients.
- Provided superb client services both in person and over the phone by directly handling a wide array of client issues, often times working in conjunction with our custodial brokerage firm, Charles Schwab.

EXPERIENCE CONTINUED...

AIG SunAmerica Securities, Boulder, CO 08/2002 – 08/2003

Assistant Analyst

- Researched and compiled client's holdings information for comprehensive reports, which summarized current client positions combined over various accounts, transaction history, as well as return on investment.
- Analyzed client portfolios in an effort to formulate asset allocation strategies with regard to client objectives and risk tolerance.
- Forecasted and maintained equity/surrender values for variable universal life policies. Additionally, oversaw weekly and monthly review of all client whole life policies to ensure adequate premium outlay and accurate future policy projections.

UBS Paine Webber, Boulder, CO 01/2002 – 06/2002

Student Intern

- Assisted in direct marketing campaign through seminar coordination and promotion.
- Successfully placed out-bound calls to unqualified leads in an effort to attract audience members for financial planning seminars. Increased seminar attendance 27% over previous period.
- Performed introductory analysis for client's financial objectives
- Provided administrative and clerical support.

EDUCATION

University of Colorado, Boulder, CO

BA - International Affairs

Relevant Course Work:

Concentration Latin America

Money and Banking Systems, Developmental Economics, International Economics and Policy, Environmental Economics, Macro-Economics, Micro-Economics, Business Info Systems, Telecommunications, Psychology, Political Science, History.

LICENSES & SKILLS

Finance

- Series 65, Registered Investment Advisor Representative (Colorado)

Computer

- Proficient with both PC and Macintosh
- Adept with various proprietary trading platforms
- Microsoft Office: Word, Excel, PowerPoint, Publisher, Access, Outlook
- Adobe: Photoshop, InDesign, Illustrator, Acrobat

Web Design

- Joomla
- WordPress
- HTML