

# Matthew E. Miner

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## Summary of Qualifications

Varied work experiences and positions with high level of responsibility have allowed me to develop advanced skills in many areas including: Problem solving, financial analysis and reporting, information systems, website development, software program development, staff management, budget development and management, customer relations, bidding, industrial plant systems, equipment trouble shooting, safety program design and training, and construction management.

## Work Experience

2001 – Present	<b>BUSINESS BYTES: Small Business Solutions</b> Computer Solutions For Small Businesses ❖ <b>Owner</b>	Christiansted, USVI
2000- 2001	<b>WESTWOOD COLLEGE</b> Aviation Maintenance Technician Training ❖ <b>Director of Finance</b>	Houston, TX
1993-2000	<b>AMERICLEAN</b> Industrial, Commercial & Residential Cleaning & Painting ❖ <b>Controller (1999 - 2000)</b> ❖ <b>Division Manager/Financial Manager (1997 - 1999)</b> ❖ <b>Network System Administrator (1997 - 2000)</b> ❖ <b>Financial Consultant (1993 - 1997 Contract Basis)</b> ❖ <b>Bookkeeper (1993 - 1995 Part-time)</b>	South Glens Falls, NY
1993-1998	<b>MINER ACCOUNTING SERVICES</b> Computerized Bookkeeping Services ❖ <b>Owner</b>	Glens Falls, NY
1991-1997	<b>EPIC VENTURES LLP</b> Industrial Property Management ❖ <b>General Manager (1995 - 1997)</b> ❖ <b>Construction Manager (1997)</b> ❖ <b>Maintenance (1991 - 1995)</b>	South Glens Falls, NY
1990-1991	<b>PROPERTY SERVICES UNLIMITED</b> Residential Property Management ❖ <b>Office Manager</b>	Norwich, VT
1988-1990	<b>MINER INDUSTRIES LTD.</b> General Contracting (Family Owned Business) ❖ <b>Office Manager/Bookkeeper</b>	Randolph Ctr., VT
1987-1988	<b>LYON SURFACE PLATE</b> Manufacturer of Precision Surface Plates ❖ <b>Assistant Plate Maker</b>	Chelsea, VT

## Education

1998	<b>ADIRONDACK COMMUNITY COLLEGE</b> A.S. Business Administration Graduated <b>Magna Cum Laude</b>	Queensbury, NY
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