

GRANT MATHEWS

CONTACT

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425 N 31st Street
Richmond, VA 23223

EDUCATION

UNIVERSITY OF VIRGINIA
M.Ed. Curriculum and Instruction | 2011

VIRGINIA COMMONWEALTH UNIVERSITY
B.A. English in Writing and Literature | 2009

PROFICIENT IN

Microsoft Excel
Microsoft Office
Microsoft PowerPoint

WORK EXPERIENCE

ASSISTANT DIRECTOR OF BUSINESS DEVELOPMENT and SPECIAL PROJECTS & OPERATIONS COORDINATOR

EXECUTIVE MENTAL HEALTH | LOS ANGELES, CA | SEP 2017 - PRESENT

- Drive sustainable, forward-thinking growth and innovation within the company
- Facilitate efficient and effective communication, and ensure organization across departments
- Manage local and regional relationships with medical facilities, including proactive pitching to secure new business and establish relationships with new facilities
- Work directly with facility teams and doctors to ensure the needs of patients, families, and facility administrators are met
- Ensure that all initiatives across the company are aligned with long term company goals
- Oversee website content updates to maintain up-to-date services, ensure functional design, and maintain consistent branding

ASSISTANT CLINICAL SUPERVISOR

SHABANI INSTITUTE | LOS ANGELES, CA | SEP 2015 - SEP 2017

- Worked closely with school district case managers, administrators, and families to identify behavioral and academic goals for students
- Created and executed Individualized Education Programs to achieve those goals
- Collected and analyzed data to track the students' progress and inform new educational goals
- Worked one-on-one with students to mitigate negative behaviors and help them develop skills to thrive in the world

CASE MANAGER

INTENSIVE BEHAVIOR INTERVENTION CONSULTANTS | LOS ANGELES, CA | SEP 2014 - SEP 2015

- Managed approximately 20-25 cases of students with Autism and behavior disorders at any given time
- Developed and maintained positive relationships with families, students, teachers, school administrators, and other service providers to ensure students' needs were met
- Worked closely with behavior therapists to collect data and develop individualized treatment programs for students
- Created strategies based on collected data to target and correct the students' disruptive behaviors

SHOP ASSISTANT & LICENSED SALES DEALER

VELOCITY VINTAGE MOTORCYCLES | RICHMOND, VA | JUN 2010 - AUG 2014

- Managed and assisted with day-to-day shop activities—from scheduling appointments, to assisting the mechanics, organizing parts and inventory, and sweeping the floor
- Completed sales and maintained a high level of customer service to ensure long-term customer satisfaction
- Built custom motorcycle restorations to display on the sales floor
- Planned and organized local events and group rides for customers and the community
- Established and grew the shop's social media presence, successfully growing their Facebook page from zero to nearly 4k followers before the shop closed in 2015

RESEARCH ASSISTANT

VIRGINIA COMMONWEALTH UNIVERSITY | RICHMOND, VA | AUG 2010-SEP 2012

- Oversaw and assisted with the collection of observational data, as well as pre and post cognitive assessments in pre-kindergarten classrooms
- Developed and executed top-level programs that empowered teachers to engage with their students and create a positive change in their education experience
- Empowered teachers to create an educational environment that fostered their students' natural curiosity and sense of adventure

ENGLISH TEACHER

CHEA SIM UNIVERSITY | KAMCHAY MEAR, CAMBODIA | MAY 2009-DEC 2009

- Founded the Advanced Community Development Center, which was a non-profit educational organization focused on developing a sustainable human capital economy
- Taught English writing & grammar skills
- Developed multiple writing programs that were designed to help students prosper in their local communities