# MATTHEW GRASSO

## EDUCATION

May 2023

Political Science & Legal Studies
Ball State University, Muncie, Indiana
GPA: (3.728)

## EXPERIENCE

July 2021- Present

Legal Assistant/Runner
Beasley & Gilkison Law Firm | Muncie, Indiana

- Run legal documents to and from court
- Visualized and examined client paperwork
- Engaged in legal related conversations in order to resolve solutions
- Strategized with fellow employees to come up with a schedule for the day
- Scheduled clients and gathered information
- Organized files containing legal records and client data
- Drafted Summons, Letters of Testamentary, and Letters of Guardianship

July 2020 – November 2021

Head Middle School Football Coach
Delta Middle School Football | Muncie, Indiana

- Accelerated leadership and mentored young men
- Educated young men about the game of football
- Established relationships and grew as a person
- Resolved problems and came up with solutions as the game developed
- Bolstered self confidence in the players

April 2019 - July 2020

Sales Associate
Squeeze Play | Muncie, Indiana

- Leveled expectations and trained to appreciate value of money
- Kept store's clothing folded neatly and presentable
- Consulted with costumers and helped find gifts for others
- Brainstormed ideas for new designs to the store
- Kept store clean, neat, and current

HONORS & AWARDS

- Participated in Dance Marathon (2015 – Present), Ball State Dean's List (every semester), Ball State Football Chain Gang Member