

MATTHEW J. GRASSO

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EDUCATION

Villanova University Charles Widger School of Law, Villanova, PA Expected J.D., May 2020
Sports Law Society, 1L Representative 2017-2018

- Responsible for planning and coordinating all Sports Law Society events

Staff Writer, Villanova University Sports Law Society Blog 2017-2018

- Author approximately two 500-word blogs per month about legal aspects of the sports world

Villanova University May 2017
B.A., major: Political Science, minor: Communications GPA: 3.40/4.00

PROFESSIONAL EXPERIENCE

Villanova University, Villanova, Pennsylvania March 2014-2017

Senior Manager of the Division 1 Football Champion Subdivision (formerly Division 1-AA) Football Team

- Responsible for managing the team's facilities, equipment and uniforms at home and away games
- Assist the offensive coach during home games and videotape games and practices for review and feedback
- Supervise two employees responsible for decaling 1,000 pieces for placement on football helmets
- Work an average of 25 hours per week while handling a full time academic schedule

Hughes Hubbard & Reed LLP, New York, New York Summer 2016

Intern, Hughes Hubbard is one of America's most elite and prestigious law firms, founded in 1884.

- Interned in the corporate department.
- Worked with partners on acquisitions and financings; researched and prepared client advice; assisted at closings.

Jaspan Schlesinger, LLP, Garden City, New York Summer 2015

Intern, Jaspan Schlesinger is a premier law firm founded in 1946 and provides legal services in complex commercial litigation

- Assisted with daily operation of the law firm, answering phones and assisting clients
- Conducted research and prepared reports for clients
- Assisted in preparing paperwork for commercial loan workouts and foreclosures

Nicolosi & Nicolosi, LLP, Manhasset, New York Summer 2014

Intern, Nicolosi provides general practice attorney services

- Prepared documents for Commercial loan closings
- Scheduled attorney and client meetings
- Created client files and prepared memos and other correspondence

Long Island Ducks, Central Islip, New York Summers 2013- 2017

Game Day Staff

- Assisted with gift-shop sales and fan entertainment
- Interacted with an average of 5,000 fans per game

Steve Israel, Congressman, Melville, New York 2012 - 2013

Intern

- Answered phones; compiled a database of constituents who required assistance in response to Super Storm Sandy
 - Served as liaison between the Long Island Power Authority and constituents to ensure quicker response time
 - Handled Veteran affairs for the office and drafted letters on behalf of the veterans for assistance
 - Trained new interns with the online database, casework, and prepared proclamations
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SERVICE, LEADERSHIP, ACTIVITIES

American Kidney Foundation, Melville, New York Summers 2012 - 2015

Golf Outing, Volunteer

- Responsible for a team of student volunteers to support the golf outing in fundraising efforts
- Helped raise over \$525,000 in a four year period
- Made calls to corporations for sponsorships

St. Thomas of Villanova Day of Service, Villanova, Pennsylvania Fall 2013 & 2014

Participant

- Worked with 5,000 students, faculty, staff, alumni and their families in partnership with neighborhood agencies to perform service throughout Greater Philadelphia

Ruibal, Villanova, Pennsylvania Fall 2013

Teacher

- Served as a tutor, mentor, and activity coordinator to grammar school children in Philadelphia

