

MATTHEW GROTHEER

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Dynamic relationship builder with experience across local, national and international politics.

EXPERIENCE

The Scottish Government

Relationships Manager

Washington, DC
Mar 2022–Present

- Manage Scotland's political engagement and the Congressional Friends of Scotland Caucus
- Represent Scotland while meeting high-level officials including Cabinet members, Congressmembers, Governors, and diplomats
- Plan and support high-level ministerial visits including briefing and advising the First Minister during meetings with Congressmembers
- Develop partnerships with diaspora organizations and nonprofits
- Evaluated several CRM options before implementing a database to manage and map office contacts
- Directed US communications and social media prior to onboarding and training a Communications Manager

Marriott International

Sales Executive

Remote
Apr 2018–Feb 2021

- Developed and maintained relationships with clients, General Managers, and key internal sales partners across a global organization
- Leveraged data from Salesforce, revenue reports, and competitive intelligence to develop and implement action plans for local accounts and hotels
- Created analytical framework utilized by other team members and area hotels to predict COVID impacts and transition to focus on medical, emergency, and government business
- Exceeded annual outbound goal at roughly 150% resulting in twice being named Maryland Sales Executive of the Quarter
- Awarded for strategic account management, prospecting, and maximizing account value by finding creative solutions to business challenges

W Washington DC

Sales Coordinator

Washington, DC
Mar 2017–Mar 2018

- Provided administrative support to sales team including drafting contracts and proposals, processing commissions, conducting site visits, and qualifying leads
- Anticipated needs of event planners, provided creative solutions to problems, and helped to ensure a smooth planning process
- Sought out additional responsibility as both seller and event manager for small groups

Welcome Desk Agent

Dec 2015–Mar 2017

- Responsible for customer service, guest registration, and inter-department communication at a luxury hotel with a high-expectation clientele
- Founded hotel recreational soccer team, bringing together managers and staff from every department, helping to build new bonds and foster a collegial work environment

SKILLS

- Adept in Salesforce and Microsoft Office and able to learn new systems quickly
- Proven ability to succeed in a variety of settings including a two year track record of self-motivation and effective time management in a remote position as well as two years studying and working abroad
- Award-winning public speaker: Competed in national level debate for 3 years and was honored as All-State in mock trial and impromptu speaking
- Proficient in German

EDUCATION

Ruhr-Universität Bochum

Germany/Sweden/Indonesia

Master of Arts, International Humanitarian Action, December 2013

- Program focused on international cooperation featuring coursework in management, anthropology, public health, geopolitics, and international law
- **Uppsala Universitet:** Semester in Sweden focusing on peace, conflict resolution, and religion
- **Universitas Gadjah Mada:** Semester in Indonesia completing qualitative research in support of thesis
- **Thesis:** *Water, Sanitation, and Hygiene in Indonesia: Equity and Inclusion as Humanitarian Imperatives*

Iowa State University

Ames, IA

Bachelor of Arts, Political Science and International Studies, May 2012

- **University of Edinburgh** Semester abroad studying British politics, culture, and history
- **Internship with a Member of the Scottish Parliament**
- **Technische Universität Dortmund:** Semester abroad focusing on German language

INTERESTS AND HOBBIES

- International travel, preferably off the beaten path
- Avid soccer player and fan
- Hiking, camping, and backpacking
- Cooking, grilling, and creating craft cocktails
- Games of all varieties: Board games, tabletop roleplaying games, computer games, lawn games, etc.