

Matthew Klembara

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PROFESSIONAL SUMMARY

Business Administration student at Colorado State University with dual concentrations in Marketing & Management and Innovation, and hands-on B2B sales experience. Completed a sales internship at SpectrumVoIP, where I originated \$18,000 in new revenue through outbound prospecting, ran face-to-face and webinar meetings with small and mid-market accounts, and built two internal applications that the sales team uses day to day. Also run a self-started auto detailing business, giving me four years of practice in customer acquisition, relationship building, and delivering quality work. Focused on growing into a long-term sales and marketing career.

EDUCATION

Colorado State University

Bachelor of Science in Business Administration

Dual Concentration: Marketing & Management and Innovation | GPA: 3.2

Member, CSU Marketing Club

Fort Collins, Colorado

Expected Graduation: May 2027

EXPERIENCE

SpectrumVoIP — Sales Intern

Jun 2026 – Aug 2026

Plano, Texas | On-site

- Originated \$18,000 in new revenue by prospecting and setting highly qualified appointments for the closing team.
- Targeted small and mid-market accounts, consistently securing qualified face-to-face and webinar meetings.
- Built two custom internal applications using Claude Code, deploying functional software that streamlined daily operations for sales management and reps.
- Helped develop value-based business relationships with B2B customers.
- Maintained accurate CRM data entry and record-keeping to support pipeline tracking and sales team efficiency.

Klembara Auto Detail, LLC — Owner / Operator

2021 – Present

Frisco, Texas | Instagram: @klembaraautodetail

- Built and ran a detailing business from the ground up, handling sales, scheduling, service, and supplier relationships.
- Created targeted online marketing campaigns on Nextdoor and Facebook that built a long-term repeat customer base.
- Converted leads into booked appointments and revenue at a high rate through direct outreach and follow-up.
- Built lasting client relationships through professional, value-driven conversations and consistent quality.
- Maintained productive relationships with local suppliers to secure quality products at competitive prices.

Young Men's Service League — Volunteer

2019 – 2023

North Texas

- Served 100 hours of community service across North Texas, averaging 50 hours per year.
- Organized donation drives collecting books, toys, clothing, furniture, and other essential items.
- Worked with a wide range of people in need throughout the community.

Independent Pressure Washing — Self-Employed

2020 – 2021

Frisco, Texas

- Built early experience in client communication, scheduling, and basic business operations.
- Developed the foundational skills used to later start an auto detailing company.

SKILLS

B2B Prospecting | Appointment Setting | Sales Negotiation | CRM Data Entry & Pipeline Tracking | Networking | Customer Service | Conflict Resolution | Social Media Marketing | Basic Data Analysis | Time Management | Team Collaboration | Organizational Skills