

Matthew Grisham

OBJECTIVE

To obtain knowledge of the day-to-day work of a business through a full-time job. I am a hardworking, on-time, easy to work with, and friendly young man. I also have my own transportation.

Work Experience

Subway, Loveland, CO

August 2021 - June 2023

- *Sandwich Artist
- *Open and Close Store
- *Met and Exceeded Management Expectations of Store Cleanliness
- *Conducted Daily Store Operations as only Active Employee
- *Trained New Employees to Close the Store

Super Vacuum, Fort Collins, CO

August 2023 - Present

- Assembler
- Basic Wiring
- Trained New Employees to Assemble Prep Work and Fans
- Used Pallet Jack to Move Palletized Material
- Used Basic Hand and Power Tools in Assembly
- Responsible QC During and After Assembly

EDUCATION

Branson School Online, CO

Graduated May 2023

- *General studies
- *Working towards graduation.

VOLUNTEER EXPERIENCE

Avalon Aviary, Loveland, CO — Volunteer

March 2017-August 2019

Organization and storage of surplus stock, stocking shelves, socialization of newly hatched and yearling parrots.

SKILLS

- *Overstock Organizing
- *Stocking and Merchandising

- *Cashier
- *Customer Service
- *Training New Employees
- *Store Opening Operations
- *Store Closing Operations
- *Conduct Transactions with Cash, Cards, and Gift Cards
- *Responsible for Cash Drawer
- *Maintained Security of Store Safe
- *Maintained 100% Cash Drawer Accountability with Zero Errors
- *Basic Hand and Power Tool Use
- *Basic Wiring ie. Molex and Molex Pins, Butt, Spade, Male and Female, and Ring Connecters, Connecting Wires to Circuit Board

COMPUTER SKILLS

- *Proficient with Windows systems
- *Proficient with Microsoft Word, PowerPoint, and Internet
- *Coding for web design

REFERENCES

Felicia Macrina (970) 690-4083
Jonathan Stockton (970) 646-0807
Michael Eusea (970) 685-0341

