

Mon 11:00 PM / 8 - Intern

Matthew Merry

507-271-9591
matthewmerry2015@u.northwestern.edu
1616 Redwood Ln SW, Rochester, MN 55902



Objective

To obtain a challenging job or internship where I can be productive and gain valuable experience.

Education

Northwestern University, Evanston, IL 9/2011 - 3/2013
Bachelor of Arts
Majors: Economics, Mathematics
GPA: 3.6/4.0

Experience

NU Tutors, Evanston, IL 11/5/2012 - 3/23/2013
Tutor
• Teach weekly SAT and ACT classes
• Tutor high school students in math, sciences and writing

Music Works Program Inc., Chicago, IL 6/15/2012 - 8/8/2012
Intern
• Directed a fixed asset inventory at the Gary Comer Youth Center
• Taught a class on college readiness and importance
• Led 5th - 8th grade students through film, photography, and music based projects to create their own original works

OfficeMax Inc., Rochester, MN 11/25/2009 - 6/10/2010
Sales Associate
• Greeted customers and promoted special offers
• Responded to customers' inquiries in-store and over the phone
• Arranged and cleaned store displays

Activities

Northwestern University Men's Club Rugby 9/2012 - 3/23/2013
• Winger and outside center

Schaeffer Academy Student Council, Rochester, MN 9/2009 - 5/2/2011
Student Council/Student Body President
• Directed student council meetings
• Mediated between administration and student body
• Managed student council budget

Autumn Ridge Church, Rochester, MN 7/2010 - 6/2011
Small Group Leader
• Co-led a seminar on student leadership for over 200 people
• Constructed and taught weekly lessons on assigned topics to a small group
• Moderated group discussions

Interests

- Law
- Consulting
- Marketing
- Finance
- Politics
- Global inequality
- Running
- San Diego Chargers

LM



Preliminary Questions

Name: _____

Date: _____

1. If hired, can we run a national background study?
2. If hired are you willing to take a drug test?
3. Are you able to work with soy, wheat, peanuts & milk?
4. Are you able to work with pork?
5. Which plant do you prefer?
6. What shift do you prefer?

-If called for an interview please bring two forms of identification.

(Social security card, birth certificate, passport and license or permanent resident card)



Applicant Interview Score Card

Name _____ Date of Interview _____

Position/Shift Assignment _____ Stand by Position _____

Rating Weak (1) to Strong (5)

- | | | |
|--|--------------------------|--|
| 1. Understanding of English conversation | 1: 1 2: 2 3: 3 4: 4 5: 5 | 1. Understands English conversation |
| 2. Speaks English Fluently | 1: 1 2: 2 3: 3 4: 4 5: 5 | 2. Speaks English Fluently |
| 3. Work experience related to job-food industry | 1: 1 2: 2 3: 3 4: 4 5: 5 | 3. Work experience related to job-food industry |
| 4. Work history-working presently, yrs in workforce | 1: 1 2: 2 3: 3 4: 4 5: 5 | 4. Work history-working presently, yrs in workforce |
| 5. Criminal Background information | 1: 1 2: 2 3: 3 4: 4 5: 5 | 5. Criminal Background information |
| 6. Possesses required New Hire documentation (I9) | 1: 1 2: 2 3: 3 4: 4 5: 5 | 6. Possesses required New Hire documentation (I9) |
| 7. Personality-friendly, pleasant, sense of humor | 1: 1 2: 2 3: 3 4: 4 5: 5 | 7. Personality-friendly, pleasant, sense of humor |
| 8. Appearance-well groomed, cleanliness | 1: 1 2: 2 3: 3 4: 4 5: 5 | 8. Appearance-well groomed, cleanliness |
| 9. Meets requirements to work w/pork, peanuts & soy | 1: 1 2: 2 3: 3 4: 4 5: 5 | 9. Meets requirements to work w/pork, peanuts & soy |
| 10. Shift availability-prefers shift that is available for
Open positions, willing to be flexible to shifts available | 1: 1 2: 2 3: 3 4: 4 5: 5 | 10. Shift availability-prefers shift that is available for
Open positions, willing to be flexible to shifts available |

Total possible points **50** pts. Total points scored _____

Total possible points 50 of 50 Total points scored _____

Former Employer Rating Bonus Points 1-20 _____

Interviewer: _____

Total Points _____

Date: _____



RICK & ROSE

Rick and Rose were good friends. They worked together at Reichel Foods.

One day they had a lot of work, and not enough employees, this same day the supervisor asked Rick to pack carrots and ranch in 100 boxes. Rick was worried he could not finish this before the day ended. He was going to ask Rose for help but he noticed she was gone. He knew if she didn't help, the boxes would not get packed on time.

The supervisor saw Rick working very hard and went to ask Rose for help. He looked for her in the cafeteria. When he saw her taking a break, he asked her why she wasn't helping Rick. "I didn't know that he needed help," said Rose, "I will go help him right away."

When Rick saw Rose coming to help he felt happy and supported. "Please don't be afraid to ask me to help. We are good friends and co-workers," she said, "and together we make a great team."

1. Who are Rick and Rose?
 - a. Co-workers
 - b. Good friends
 - c. Both A & B
2. Rick and Rose work at Reichel Foods. True or false? (circle one)
 - a. True
 - b. False
3. Where did the supervisor find Rose?
 - a. Outside
 - b. Working on the line
 - c. In the cafeteria
 - d. In the bathroom
4. How did Rick feel when he saw Rose?
 - a. Mad
 - b. Sad
 - c. Happy
 - d. Confused
5. What lesson did Rick and Rose learn?
 - a. Teamwork
 - b. How to make carrots and ranch
 - c. Communication
 - d. Both A & C

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TEST RESULTS RECORD

Test Reference Number _____ Name of Collector _____

COMPANY INFORMATION

Company Name Heichel Foods Phone 923-4955 Fax _____
 Address 3707 Commercial Dr SW City Rochester State/Province MI Zip/Postal Code 55903

DONOR INFORMATION

Employee I.D. _____
 Last Name _____ First Name _____
 Type of Identification Provided: Driver's License Employee Photo I.D. Other _____
 Reason for test: Pre-employment Random Reasonable cause Post-accident Other _____

CERTIFICATION

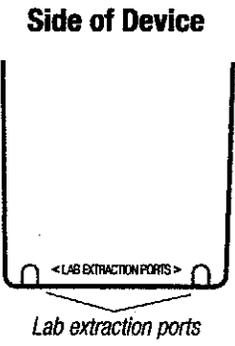
I hereby certify that the specimen provided is my own and has not been substituted or adulterated. I further agree and grant permission for the testing of my specimen for drug metabolites and alcohol.

Donor signature _____ Date / Time _____
 I hereby certify that I collected the specimen provided by the aforementioned Donor and that it was not substituted or adulterated to the best of my knowledge.
Julay Adkail _____
 Collector signature _____ Date / Time _____
N/A _____
 Laboratory signature _____ Date / Time received _____
N/A _____

TEST RESULTS

Date/Time Collected _____
 Time Interpreted _____

NOTE: Lab personnel obtain specimen samples by puncturing the lab extraction ports on the side of device with a needle and syringe and drawing out the sample.



Cut out this panel to copy/scan results

Drug Name	Symbol	Negative	Positive	Not Tested
Alcohol	ALC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Amphetamine	AMP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buprenorphine	BUP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benzodiazepine	BZO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cocaine	COC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EDDP	EDDP	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marijuana	THC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methadone	MTD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methamphetamine	MET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opiates	OPI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oxycodone	OXY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phencyclidine	PCP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes / Comments _____

Kelsey Sikkink

From: Matthew Merry <matthewmerry2015@u.northwestern.edu>
Sent: Monday, April 08, 2013 11:43 AM
To: Kelsey Sikkink
Subject: Interview Today

Dear Kelsey,

My name is Matthew Merry, and I was supposed to have an interview today at with CMG for a sanitation position. Something came up, and I will not be able to come in today. Sorry for the short notice. Could we potentially reschedule the interview?

Thank you,
Matt