

Matthew Gurdon

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Highly determined employee looking to begin working full-time as soon as possible for you as an employer. Aiming to utilize all my skills to become an asset to your workplace, striving every day for great outcomes.

Work Experience

Facility Coordinator

Arrowhead Animal Hospital - Westminster, CO

March 2021 to June 2021

- Clean and maintain waiting rooms, restrooms, exam rooms, hallways, and offices by wiping down and disinfecting all surfaces present (including windows and walls) as well as sweeping, vacuuming, and mopping floors; wash and dry laundry; remove garbage.
- Unload and stock supplies into respective locations, including medication.
- Help veterinarians and veterinary technicians with handling animals during their visits.
- Repair and maintain hospital infrastructure as needed.

Hospital Assistant

Northside Emergency Vet Clinic - Westminster, CO

August 2020 to March 2021

- Clean and maintain waiting rooms, restrooms, exam rooms, hallways, and offices by wiping down and disinfecting all surfaces present (including windows and walls) as well as sweeping, vacuuming, and mopping floors; wash and dry laundry; remove garbage.
- Unload and stock supplies into respective locations.
- Help veterinarians and veterinary technicians with handling animals during their visits.

Custodian & Maintenance

Long Island Veterinary Specialists - New York, NY

March 2019 to May 2020

- Clean and maintain waiting rooms, restrooms, exam rooms, hallways, and cafeterias by wiping down and disinfecting all surfaces present (including windows and walls) as well as sweeping and mopping floors; wash and dry laundry; remove garbage.

Maintenance

Greenwood Village - New York, NY

September 2018 to March 2019

- Clean and maintain the main office, bathrooms, recreational rooms including a gym, kitchens, and pool area by wiping down and disinfecting all surfaces present as well as vacuuming and mopping floors; clean the community grounds and remove all debris; remove garbage.
- Set-up and break-down for community activities and parties; check smoke detectors; change lightbulbs; install and remove air conditioners for residents.

The Dollar Tree Stock - New York, NY
June 2014 to July 2018

- Unload merchandise between fifty to one-hundred pounds from trucks; organize unloaded merchandise on the shelves for current-day and next-day sales; aim to promote the stores' sales through creating a clean and organized shelving presentation and by frequently asking customer questions in regards to product information and location.

Substitute Custodian

Riverhead School District - New York, NY
December 2017 to June 2018

- Work in elementary and high schools in order to maintain the district's cleanliness for teachers, other staff, and their students; dispose trash, wipe down furniture and appliances, sweep, mop, and vacuum within classrooms and bathrooms; wax and buff floors.

Journeyman, Pressman, & Collator

Newsday Newspaper Company - New York, NY
June 1986 to January 2018

- Complete job orders of daily newspapers on time while leading teams of four to six people; prepare the printing press station and monitor press machine to detect issues in efficiency; feed daily newspapers and circulars into a collating machine and organize them in a timely manner to be sent out to customers; train others in the usage of a wide range of press equipment.
- Work within the Newsday warehouse driving a forklift and use an electric power jack to unload trucks; use a hand scanner to scan products coming in and out of the warehouse

Education

high

Farmingdale High School - New York, NY
September 1982 to June 1986

Skills

- Organization, problem solving, working in teams, time management, ability to teach and direct, ability to clean thoroughly, adaptability, multitasking, and verbal and written communication.
- Custodial experience
- Animal handling
- Maintenance
- Cleaning
- Veterinary technician experience
- Animal care
- Veterinary assistant

Assessments

Veterinary technician — Familiar

July 2020

Providing medical care to animals in a veterinary setting

Full results: [Familiar](#)

Work style: Reliability — Familiar

February 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Familiar](#)

Supervisory skills: Interpersonal skills — Completed

September 2021

Fostering a collaborative environment and conducting difficult conversations

Full results: [Completed](#)

Basic attention to detail — Completed

June 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Completed](#)

Work style: Conscientiousness — Expert

December 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Expert](#)

Attention to detail: Inventory — Completed

July 2019

Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise.

Full results: [Completed](#)

Work motivation — Highly Proficient

July 2020

Level of motivation and discipline applied toward work

Full results: [Highly Proficient](#)

Warehouse associate — Highly Proficient

August 2020

Assesses the tendencies that are important for success in warehouse roles

Full results: [Highly Proficient](#)

Customer service — Completed

August 2020

Identifying and resolving common customer issues

Full results: [Completed](#)

Workplace safety — Proficient

June 2021

Using safe practices at work

Full results: [Proficient](#)

Work style: Conscientiousness — Completed

July 2020

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Completed](#)

Customer focus & orientation — Proficient

August 2020

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Mechanical knowledge — Familiar

July 2021

Understanding and applying mechanical concepts and processes

Full results: [Familiar](#)

Verbal communication — Proficient

August 2020

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

Manufacturing fit — Highly Proficient

August 2020

Measures the traits that are important for success in manufacturing roles.

Full results: [Highly Proficient](#)

Workplace English — Highly Proficient

February 2021

Understanding spoken and written English in work situations

Full results: [Highly Proficient](#)

Work style: Reliability — Highly Proficient

September 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Highly Proficient](#)

Work style: Reliability — Highly Proficient

September 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Highly Proficient](#)

Construction safety — Familiar

September 2021

Using safe practices while on a construction site

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.