

## **Matthew Notini**

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## **WORK HISTORY**

### **Joseph Phelps Freestone Vineyards- Freestone, CA**

Aug 2016- Jan 2017, Aug 2014-Nov 2014

**Harvest Intern** - a seasonal apprenticeship position with a focus on developing vineyard and wine production skills.

- Oversaw and instructed incoming interns with introduction to winemaking process.
- Maintained sanitization of tanks, presses, hoses, and other winery equipment.
- Achieved mastery of pumpover and punch downs.
- Executed draining, shoveling, and pressing of tanks' chemical additions.
- Managed yeast and ML inoculations, nutrient additions, barrel work, bottling, and topping.
- Facilitated receiving fruit, crushing/de-stemming, and wine movements (racking, transfers).
- Daily general winery cleaning and upkeep.

### **Albert H. Notini & Sons- Lowell, MA**

January 1998- December 2015

Notini & Sons is a large-scale distributor of dry and frozen foods.

#### ***Assistant to Chief Financial Officer & Buyer***

January 2010-December 2015

- Managed weekly payroll for 120 employees, verifying work hours, deductions, and insurance.
- Analyzed net costs for products and made price adjustments as necessary.
- Responded to customer needs, regulated product inventory, and communicated with distributors.

#### ***Sales Representative***

March 2004- December 2010

- Managed customer accounts for throughout Massachusetts and New Hampshire.
- Established and maintained customer relationships via face to face and phone communication.
- Worked with customers to solve problems related to order fulfillment and retail pricing.

#### ***Shipping and Receiving Coordinator***

January 1998- March 2004

- Managed and dispatched driver employed by the company.
- Personally delivered orders via company fleet in a safe and timely way.
- Received, checked, organized and prepared orders for redistribution.

### **Vincent's Restaurant- Fort Collins, Colorado**

March 2014-August 2014

#### ***Bartender***

- Prepared and served drinks to patrons in the bar and dining room.
- Interacted with patrons in a professional, welcoming, and hospitable manner. Anticipated needs.
- Operated register and verification machines.

## **EDUCATION**

Fort Collins Academy of Bartending, Successful completion of thirty hours of Bartending 101, March 2014.

International Wine Guild, Level 1 Certification, March 2014.

Northeastern University & University of Massachusetts- Lowell, 72 credits.

## **SKILLS & EXPERTISE**

- Certified Forklift operator.
- Ability to anticipate and troubleshoot issues before they negatively impact productivity.
- Loyal, ethical, committed, and dependable team player.
- Motivated to learn and able to pick up new skills quickly with strong attention to detail.