

## Matthew J. Pool

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(765) 414-

### Work Experience

*Dog Walker*, DogOn Fitness, Reston, VA

July

2013-August 2020

- Consulted families regarding dog behavior problems and produced solutions to deter negative behavior
- Ensured instructions for walking, feeding and exercise programs from dog owners were fulfilled
- Accurately and safely applied oral and topical medications
- Worked on proper leash control and handling of the dog to eliminate pulling
- Engaged dogs in physical activities such as play and exercise as part of the dog activity plan
- Provided owners with detailed descriptions ("Pupdates") of our time together
- Ensured security of owners' homes when entering and leaving their properties

*Skilled Server*, Sweetwater Tavern, Sterling, VA

May 2017-

March 2020

- Earned Outstanding Server title
- Greeted guests in a courteous and timely manner
- Thrived in a high-volume and fast-paced work environment, serving up to 400 guests per shift
- Accurately informed guests on daily features and menu offerings, while taking into consideration any specific dietary needs and/or allergies
- Successfully increased sales with upselling techniques
- Effectively communicated with colleagues to ensure best possible service for guests
- Efficiently managed time between guests' needs and side-work, including polishing silverware and wine glasses, stocking coolers with beer glasses, maintaining a safe and clean work environment, etc.

*Kennel Attendant*, The Animals' House, Sterling, VA

December

2014-September 2017

- Assisted with training dogs within the kennel using positive reinforcement
- Efficiently walked up to six dogs at a time while maintaining control
- Assessed dog temperaments and assigned them to specific pens
- Supervised play area and ensured that all dogs were safe
- Answered phones and entered boarding requests into the computer using Kennel Connection software

*Laborer*, Mac and Sons Custom Homes, Brookston, IN

June

2012-June 2013

- Carried 90 lb. bags of shingles onto roof and assisted in laying Oriented Strand Boards (OSB) for roof sheathing
- Operated various power tools including table saw, power drill, jig-saw, etc. and accurately measured/cut lumber

*Nursery Attendant*, Bennet's Greenhouse, Lafayette, IN

February

2012-June 2013

- Safely operated Bobcat, Caterpillar, and Kubota equipment
- Made daily stocking list, and stocked nursery as needed
- Maintained equipment by checking oil and all fluids, as well as ensuring proper storage

*Warehouse Student Worker*, Purdue University MMDC, West Lafayette, IN

May

2010-June 2011

- Loaded inventory, often 50-pounds or more, for salvage into moving truck
- Stripped computers of all wires, plastic, hard drive, green cards, etc.

*Server*, Sharma's Kitchen, Lafayette, IN

August 2008-

February 2012

- Greeted guests and provided them with beverages
- Efficiently took food orders, maintained buffet, and ensured a clean environment
- Assisted with the management and execution of catering events

## **Education**

*High School Diploma*, Frontier High School, Chalmers, IN

June 2008