

Laneve, Matthew

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Summary

- Works cohesively with co-workers to ensure a positive workspace
- Is aware of clientele needs and puts forth absolute effort to ensure customer satisfaction
- Enthusiastic to learn new skills
- Able to spot and correct mistakes quickly and efficiently
- Proficient at adapting to new environments

Education

FRANKLIN HIGH SCHOOL | JUNE 2013 | DIPLOMA

SIENA COLLEGE | SEPTEMBER 2013 - PRESENT

- Pursuing a Bachelor's Degree in Computer Science

Skills & Abilities

- Proficient with Microsoft Excel and MySQL
- Knowledgeable of computer hardware and proficient with computer software
- Obtained the rank of Eagle Scout from the Boy Scouts of America
- Obtained the rank of Black Sash in the martial art of Kung-Fu
- Taught Kung-Fu for 3 years to students of ages from 5-40

Work Experience

CASHIER/COOK/PREP WORKER | D'ANGELOS | JULY 2010 – JUNE 2013

- Handled customer transactions at the register
- Responsible for completing orders in a timely fashion
- Responsible for taking inventory stock with every shipment

ART VENDOR | BUCKING AWESOME ART | JUNE 2010 – AUGUST 2012

- Created my own business for the making and selling of original and fan art
- Hired likeminded individuals to increase productivity and audience range
- In charge of customer relations and ensured our websites and web based transactions were functioning properly
- Head of communication with event staff for every vendor hall we attended

SURVEYOR | HALNON SURVEYING | MAY 2014 – PRESENT

- In charge of accurately measuring distances and elevations of the project site
- Ensured validity of all measurements through multiple tests
- Trained and trusted to only allow accurate data to be entered for any project