

Matthew Cecka

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SUMMARY

Enthusiastic individual with superior skills in working in both team-based and independent capacities who brings a strong work ethic and excellent organizational skills to any setting. Excited to begin a new challenge with a successful team.

SKILLS

- Customer interaction
- Time management
- Problem-solving
- Able to work on a team
- Technologically proficient
- Microsoft suite proficiency

EXPERIENCE

Rock Wall Staff, Longwood University, January 2020-Current
Farmville, VA

I am responsible for maintaining and operating the rock wall as part of a team. I work with other staff members to promote welfare through the use of the rock wall, assist students utilizing the wall, give training classes and certification exams, and file paperwork for students using the wall.

Kennel Technician, Dog University, December 2019-January 2020
Vienna, VA

I was responsible for maintaining, cleaning, and organizing client dogs and dog kennels as well as the outdoor pens. I was also responsible for interacting with clients and their dogs as a representative of the company and for working with staff members as a team to accomplish daily tasks.

Administrative Assistant, Holy Spirit Parish, June 2019-August 2019
Annandale, VA

I was responsible for managing office supplies, mail and email, and for interacting with parishioners in response to inquiries about the Religious Ed office.

EDUCATION AND TRAINING

High School Diploma
Paul VI Catholic HS, Fairfax June 2019

Bachelor of Science
Environmental Science, Longwood University, Farmville Expected in May 2023