

# Matthew Munroe

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## Objective

- To obtain a position that is available and that allows me to utilize my organizational and customer service skills. I will apply my effort, knowledge and experience to this institution.

## Education

New York City College of Technology Brooklyn, NY 11/2010 - Present

- Graphic Arts/Advertisement and Design Bachelor's Undergraduate Degree
- Expected graduation date : Spring 2014
- GPA : 2.7

Valley Stream Central High School Valley Stream, NY 9/2007 - 6/2010

- Advanced Regents Diploma
- GPA : 3.0

## Employment Experience

Show Palace Gentleman's Club/Restaurant Long Island City, NY 5/2012 – 6/2012  
*[Customer Service/Promoter]*

- Sold and distributed hookah pipes to customers
- Assembled hookah pipes daily
- Served food and drinks

Jenny Craig Weight Loss Program Valley Stream, NY 10/2010 - 2/2012  
*[Customer Service Coordinator/Cashier/Stock Clerk]*

- Assisted clients daily with moral support and proper nutritional choices
- Kept sales and service areas tidy and in order
- Monitored Inventory
- Stocked freezers consistently

Applebee's Brooklyn, NY 7/2012 – 2/2013

*[Server/waiter/bus boy/host]*

- Greeted customers with great customer service
- Assisted fellow co-workers in cleaning tables

## Awards Received

- Membership into Phi Sigma Chi Multicultural Fraternity, Inc.
- Multiple athletic awards

## Relevant Qualifications and Skills

- Proficient in Microsoft Word, Excel, and PowerPoint
- Energetic and full of life
- Great problem solving and social skills
- Founded interpersonal skills and ability to relate well with people from all walks of life
- Highly-motivated to succeed in school and life due to maturity and life experiences
- Excellent written and oral communication skills