**Jonathan “Matthew” Scott**

102 Twelve Oaks Drive 770-881-4791

Cartersville, Georgia matthew.scott44@yahoo.com

**OBJECTIVE**

To obtain a business internship

**EDUCATION**

Kennesaw State University Kennesaw, GA

**Junior majoring in Business**

GPA: 3.1 Business GPA 3.0

**RELEVANT COURSEWORK**

Information Systems and Communication Macroeconomics Financial Accounting

Legal and Ethical Environment Microeconomics Managerial Accounting

Marketing Management Operational Management

**WORK EXPERIENCE**

**Longhorns** Kennesaw, GA 8/16-present

Host

* Welcome and engage customers as they arrive
* Hospitable to customers as they wait for a table
* Proactive in going above and beyond a Host, I take initiative to clean dishes and kitchen area
* Run food out to tables

**Chick-fil-a** Cartersville, GA 8/15-7/16

Teamleader

* Worked 24-40 hours each week while maintaining a full-course load
* Promoted to teamleader and managed up to 8 people
* Provided exceptional customer service in a fast-paced, high volume restaurant
* Motivated workers in the kitchen to reduce wait time for food orders
* Analyzed mishaps in orders and correct as needed
* Strategic in running break schedules to ensure breaks were during less busy times
* Make sure all catering orders were on time and presentable
* Responsible for putting money into a smart safe at closing

**Cartersville Country Club** Cartersville, GA 5/13 -8/15

Golf-cart Attendant

* Greet and help golfers with golf bags
* Drive golf-carts around for golfers to use
* Clean golfers bags off and cart as they finish

Lifeguard/Server

* Maintained safety for all swimmers
* Ensured chemicals levels were correct
* Took food and drink orders

**HONORS, LEADERSHIP AND VOLUNTEER EXPERIENCE**

Dean’s List

Back of the house leader at Chick-fil-a

Tellus Science Museum volunteer

**SKILLS**

Proficient in Microsoft Office: Word, Excel, PowerPoint

**FOREIGN LANGUAGE**

*Basic Skills* in Spanish