Wendy Matthews

801-277-0113• wrmatthews04@gmail.com

**Experience**

**Home Maker Aug 2016- Current**

*Matthews Family Boise, ID & Orem, UT*

* Complete care for 2 children
* Cook 3+ meals daily
* Cleaning of home and laundry
* Financial advisor: created and carried out budget
* Daily Tutoring: Spanish, Math, Reading, Writing, Etc

**Nanny April 2015- June 2016**

*Care.com Boise, ID*

* Complete care for 3 children
* Transported to all various activities
* Daily cleaning of home
* Cooked 3 meals a day on a strict diet
* Daily Tutoring: Spanish, Math, Reading, Writing, Etc

**Customer Service/Sales Representative Nov 2014 – April 2015**

*Custom Tire Boise, ID*

* 100+ inbound calls daily
* Sold 2,200+ sets of tires and tire services
* Recorded all financial transactions
* Organized and maintaned showroom

**Account Manager July 2014 - Oct 2014**

*Quest Staffing Taylorsville, UT*

* Improved quality of organization/ outline/ relationships between clients and wokers
* Made and took over 50 calls a day
* Managed 5-6 business clients and their employees
* Made and kept over 200 + employees files

**Education**

**60+ credits Aug 2009 - Dec 2011**

*Southern Utah University (SUU) Cedar City, UT*

* Emphasis in Sociology/ Anthropology studies
* VP of the Earth Club for 2 years. Organizing recycling program and water conservation on campus
* Facilities assistant over 4 campus buildings

**High School Diploma June 2009**

*Copper Hills High School West Jordan, UT*

**Personal**

* Bi-lingual: Fluent in English and Spanish.
* I enjoy being an extra in movies.