

Matthew Hardy

✉ matthewhardy25@gmail.com | ☎ 715-498-7699 | 📍 Stevens Point, Wisconsin

Education

Monroe High School

Monroe, WI
2005 – 2009

Blackhawk Technical College

INFORMATION TECHNOLOGY / NETWORKING

Monroe, WI
September 2009 – September 2011

Experience

Sentry Insurance

LICENSING TECHNICIAN

Stevens Point, WI
5/1/2017 – Present

- Assisted in licensing and continuing education for various agents and claims adjusters in the company. Also did monthly billing duties for the department.

Sentry Insurance

CLAIMS TECHNICIAN

Stevens Point, WI
5/1/2016 – 5/1/2017

- Helped claimants set up new claims for auto, property, liability and workers compensation lines. Also assisted medical providers in getting information about current ongoing claims.

Carquest Auto Parts

COUNTER PRO / DELIVERY DRIVER

Stevens Point, WI
7/1/2013 – 7/1/2016

- Helped customer's find various parts for their specific automobile or machine. Also delivered parts all over the city and surrounding area.

Skills

Microsoft Excel: My current position uses Excel extensively for billing and reconciling purposes.

Customer Service: I have over a decade of experience helping people in-person, over chat, and on the phone.

Typing: On various test sites I am able to consistently type around 92 WPM with 100% accuracy.

IT Troubleshooting: I have always been the "go-to" guy for troubleshooting and fixing anything software or hardware related.