

Matthew Dunlop

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Personal Statement

I have been studying Web development since November 2019 in my spare time while working. Initially following tutorials and courses on Udemy. Recently I have been building my own projects which you can see on - <https://github.com/DunlopMatt>

Technologies Used

I am familiar with the following technologies/languages - React, Node js, HTML, JavaScript, CSS, MongoDB

Experience

Hickorys Smokehouse / In Store Trainer

March 2020 - August 2020, Salford

Responsibilities:

Training new team
Developing existing team
Working with management to improve standards throughout the restaurant
Host/Expo

Mawdsleys Unlicensed / Customer Service Advisor (temp)

March 2020 - August 2020, Salford

Responsibilities:

Processing and managing incoming customer orders
Account management
Resolving queries

The Oakwood / Supervisor

February 2019 - March 2020, Alderley Edge

Responsibilities:

Work on the bar/floor or run shift when required
Being knowledgeable in range of high quality food and drinks
Maintain high standards and ensure daily and weekly duties are completed

LABC Publishing / Sales Executive

July 2018 - February 2019, Macclesfield

Responsibilities:

Selling digital advertising in council sponsored publications
Source my own leads/manage my pipeline
Work on a strict deadline liaising with other department
Work within competitive targets

Gusto / Duty Manager

August 2017 - July 2018, Alderley Edge

Responsibilities:

- Getting to know regulars and 'key drivers' on a personal level
- Be conscious of internal KPIs
- Organise events alongside the BDM
- Hiring/firing - including training and holding development meetings

Miller & Carter / Supervisor

January 2016 - August 2017, Wilmslow

Responsibilities:

- Run shift
- Create memorable experience for our guest recommended steak/wine pairing
- Train new staff
- Keep up-to date with promotions

The Old Dancer / Bartender

July 2015 - January 2016, Wilmslow

Responsibilities:

- Manage the cellar
- Order stock
- Line clean
- Serve food & drink
- Cash-up/Open up the pub

PayMatters / Compliance Administrator

September 2013 - July 2015, Alderley Edge

Responsibilities:

- Provide excellent customer service
- Process expenses for contractors to HMRC standards
- Deal with complaints/Queries with pay
- Ensure data was inputted correctly
- Help with IT desk moves and setting up new starters

Education**Wilmslow High School**

September 2006 - July 2013

- 5 GCSE grade A
- 2 GCSE grade B
- 3 GCSE grade C
- 2 A level grade C (ICT, iMedia)
- 2 A level grade D (Maths, Physics)

Hobbies & Interests

I live a very active lifestyle - enjoy going to the gym. Other hobbies include playing guitar, gaming and cooking.