

# Matthew Dunlop

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## Matthew Dunlop

37 Brocklehurst Avenue  
Macclesfield, SK10 2RX  
20/01/1995

07599308347  
[matthewjdunlop@outlook.com](mailto:matthewjdunlop@outlook.com)

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### Personal Statement

I have been building Web development since November 2019 in my spare time while working.

Github - <https://github.com/DunlopMatt>  
Portfolio - <https://dunlop matt.github.io/react-portfolio/>

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### Technologies Used

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

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### 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

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## **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)

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## **Hobbies & Interests**

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