

MATTHEW GRINTON

PROFILE

I recently graduated from Sheridan College with a Computer Programming Diploma. I am excited to be creating and developing software in a real world environment.

TECHNOLOGY SUMMARY

PROGRAMMING LANGUAGES

- Java including Java Spring
- HTML, CSS, JavaScript, Angular
- C# & WPF programs

DESIGN & IDE TOOLS

- VSCode/VS2019
- IntelliJ IDEA

OPERATING SYSTEMS

- Windows
- Linux

CONTACT

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EXPERIENCE

SENIOR OPERATIONS ASSOCIATE

BEST BUY | JULY 2016 - MAY 2018

- Organized the employee file system which ensured our files were both up to date, secure and easily accessible
- Led a series of performance reviews with part-time staff, which improved both work quality and team morale
- Trained new staff in the department improving the departments efficiency and customer satisfaction
- Assisted in running monthly department meetings leading to improved team coordination and collaboration

JUNIOR OPERATIONS ASSOCIATE

BEST BUY | FEB 2016 - JULY 2016

- Received and resolved, within established guidelines, customer questions and concerns.
- Provided exceptional service and engagement via telephone
- Tracked customer information and concerns and entered data into database.
- Greeted and assisted all customers in prompt, friendly and a courteous manner.

SALES ASSOCIATE

BEST BUY | JUL 2013 - JAN 2016

- Organized and installed new product displays to move newer merchandise.
- Listened to customers' needs while presented possible solutions.
- Handled each customer transaction in a professional and friendly way.
- Developed and maintained cooperative working relationship among staff members.

EDUCATION

COMPUTER PROGRAMMING

SHERIDAN COLLEGE | 2019 - 2021

HIGH SCHOOL DIPLOMA

OAKVILLE TRAFALGAR HIGH SCHOOL | 2008 - 2012

SKILLS

- Critical thinking
- Program development
- Program debugging
- Team player

INTERESTS

- Dungeons & Dragons
- Board games
- Travelling