Matthew W. Young

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# Professional Summary

Detail oriented, well-organized, and conscientious with accuracy and meeting deadlines. Focused on completing goals and responding to everything in a timely manner. Experienced in collaborating with large and small groups, as well as working independently in order to reach goals and deadlines. Hard working, reliable, and a quick learner.

# Skills

* Microsoft Access and Office Suites
* Problem Solving
* Team Player
* Flexible
* Ethical Approach

# Education

## BACHELOR’S Degree | In progress | Minnesota State University Mankato

* Major: Computer Information Technology

## High School Diploma | 2016 | Buffalo High school

**Work History**

**Electronics Team Member, 05/2018 to Current**

**Target Corporation** – 1850 – Adams St, Mankato, MN 56001

* + Specialized in product knowledge and guest assistance.
  + Regularly handled confidential information and security-sensitive products.
  + Routine monitoring of sections throughout the store.
  + Assisted in detail-oriented signing and inventory management.

**Custodial – Summer Help and substitute Custodian, 06/2014 to 08/2017**

**Buffalo-Hanover-Montrose Schools** – 214 – 1st Avenue NE, Buffalo, MN 55313

* + Conducted general and specialized cleaning for assigned areas within buildings.
  + Moving all furniture and related items with appropriate equipment often in excess of 80 lb.’s.
  + Repaired and participated in routine building maintenance of equipment.
  + Assisted in maintaining entire site.