

# John Matthew Shenk

102 Lynne Ln  
Millersville, PA 17551  
(570) 391-7613  
[shenk2015@gmail.com](mailto:shenk2015@gmail.com)

## Skills

Troubleshooting, device repair, Windows 10/11, Microsoft Office Suite, programming languages (Python, Java, C++), Web Design, 10-Key Typing, troubleshooting, ticketing systems

## Experience

May 2020 - August 2022

### **City of Lebanon Authority, Lebanon, PA** – *Seasonal Landscaping/Custodial*

- Assisted with the maintenance and upkeep of structures and landscaping of the wastewater facility

December 2019 - December 2022

### **Millersville University of Pennsylvania, Millersville, PA** – *Food Service Employee*

- Maintained high standards of customer service during high-volume, fast-paced operations
- Assisted management with inventory control

June 2023 - Present

### **WIS International, Lancaster, PA** – *Inventory Associate*

- Followed procedures to ensure inventory is recorded according to the customer's requirements
- Recorded progress of projects using a mobile application and ensured accuracy and integrity of information entered
- Collaborated with coworkers to quickly and efficiently resolve any issues that may arise during an inventory event
- Followed guidelines to properly use company provided transportation

## Education

### **Millersville University of Pennsylvania**

Bachelor's Degree in Computer Science