

John Matthew Shenk

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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