

MATTHEW MANLEY



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PROFESSIONAL SUMMARY

Career-focused job seeker, determined to obtain an entry-level business or software engineering position to get hands-on industry experience while achieving company goals.

SKILLS

- Microsoft Office Suite
- Apple OS and applications
- Google Applications
- PC game mod implementation
- Computer assembly and troubleshooting
- Machinery troubleshooting and repair
- Project Management
- Attention to detail
- Problem Solving
- Quick learner and adaptable

EDUCATION

**Virginia Commonwealth
University**

Richmond, VA • 05/2021

**Bachelor of Interdisciplinary
Studies:** Business And Psychology

WORK HISTORY

Express Employment Professionals - Associate

Richmond, United States • 08/2019 - Current

- Communicated with various clients and worked to learn as many skills as possible and maximize productivity.
- Various responsibilities include handling hazardous materials, troubleshooting machinery, and quality assurance of hand-assembled products.

Tarrant's Cafe - Busser/Food Runner/Server

Richmond, United States, United States • 02/2015 - 08/2018

- Communicated with and filled the needs of customers
- Assisted other team members to ensure a smooth workflow.

Boy Scouts of America Blue Ridge Mountains Council - Camp Instructor

Roanoke, United States, United States • 06/2014 - 08/2014

- Working with children as a camp counselor and teaching water safety while being a life guard and Jet Ski instructor.

PERSONAL PROJECTS

Computer Assembly

- Designed and built multiple PCs in a cost-effective manner to meet the needs of different users, such as gaming, video editing, and general use.

Web Design

- Building a website to gain introductory programming skills and act as a personal portfolio.

3D Modeling

- Created 3D Models using Blender for use in Game Development and 3D printing.

