

Matthew Johnson

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I am currently enrolled in a Full Stack Development course, mastering programming languages and concepts such as HTML, CSS, JavaScript, Node.js, SQL, MongoDB, and more. Extensive professional experience in sales operations, customer service, and office management, with a strong educational background that includes an Associate of Business degree.

WORK EXPERIENCE

Hertz • Provo Airport, UT

Branch Manager

- Oversee fleet logistics for 60+ vehicles and implemented efficient back-office processes, contributing to a reduction in operational costs
- Cater to high-end clientele and crew arriving at FBOs in private or chartered aircraft
- Hire, train, and mentor employees, fostering leadership growth
- Provide customer service and sell coverage options to clients renting vehicles

Manager Associate

- Provided customer service to vehicle renters, upselling vehicles and coverage options
- Assisted in fleet logistics and training new employees alongside the Branch Manager

Ashley Furniture • Draper, UT

Retail Sales Associate

- Sold furniture in a retail setting, providing personalized customer service
- Exceeded monthly sales targets by 30%, resulting in a 10% increase in revenue for the store.

Self-Employed • Saratoga Springs, UT

Certified Home Inspector

- Conducted home inspections and wrote detailed inspection reports for clients
- Engaged in business administration such as invoicing and bookkeeping
- Delivered customer service and quality assurance for clients
- Boosted business visibility and brand awareness by leveraging marketing and networking tactics.

Weed Man Lawn Care • Spanish Fork, UT

Sales Representative

- Exceeded sales targets by selling lawn care services to 120 new clients, contributing to the expansion of the customer base and overall business success.

State Farm • Lehi, UT

Sales Representative

- Sold property, casualty, life, and health insurance to prospective and current clients
- Promoted bank products including loans, credit cards, checking and savings accounts

American Family Insurance • South Jordan, UT

Sales Specialist/Office Manager

- Sold property, casualty, and life insurance, primarily using internet leads
- Managed office operations, performing customer and policy services

EDUCATION

Associate of Business Degree in Business

Olympic College • Bremerton, WA

SKILLS

analytical thinking, attention to detail, CSS, customer service, dependability, HTML, innovative problem-solving, JavaScript, MongoDB, Node.js, office management, sales operations, SQL, trustworthiness, versatile thinking