

Matthew L. Chylack

Coatesville, PA 19320

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Education

- DeSales University; Majoring In Supply Chain Management with a track in Data Analytics
- GPA: 3.47; Expected Graduation: May 2024

Work Experience

- Wendy's Fast Food Crew Member, Thorndale, PA-April 2018-August, 2022
 - Demonstrated customer service skills when working the drive-thru and front register
 - Promoted positive team environment and trained new employees
 - Assisted in opening and closing the store
- Karman Afshar Data Analytics Center (KADAC) Polling; DeSales University (September 2020-November 2020)
 - Interviewed resident of Pennsylvania's 7th Congressional District before presidential election
 - Recorded responses to a list of twenty questions; Documented polling responses in Microsoft Excel spreadsheets for data analysis
- DeSales University Work Study (August 2020-Present)
 - Maintain the cross country course; Wash, dry, and hang team uniforms

Internship Experience

- The Restaurant Store Logistics Internship; Lancaster, PA (May 2023-August 2023)
 - Monitored items in transportation process to their final destinations
 - Utilized company inventory distribution system for dispersing products between warehouses and stores
 - Communicated with vendors, warehouses, and carriers to get estimated delivery times of products; Provided this information to stores and customers
 - Recorded and analyzed freight and item costs in Microsoft Excel; Created a presentation using Power BI

Skills

- Microsoft Excel, Power BI, Tableau, Minitab, Sequel, SAS Enterprise Miner, Blue Prism and UI Path

Honors and Awards

- Microsoft Excel Expert Certification, Dean's List at DeSales University, Mid Atlantic Conference Academic Honor Roll

Activities

- DeSales University varsity cross country and track teams (August 2020-Present)
- DeSales University Green Team (August 2022-Present)
 - Help promote a clean campus environment; Organize projects and fundraising events
- Special Olympics Volunteer (Fall Eastern Section 2021-2023)
 - Course marshal for long distance running
 - Conducted evaluation questionnaires for participants and spectators
- Sea Island Habitat For Humanity Service Trip (Sea Island, SC January 2023)
 - Worked as a team building homes for a week