

Matthew Dunston

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Education

BUSINESS ADMINISTRATION | MONTEREY PENINSULA COLLEGE

- Spring 2017 – Fall 2020
- GPA 3.5 - With concentration in Business Computer Science.

BUSINESS | CITRUS COMMUNITY COLLEGE

- Fall 2018 – Spring 2019
- GPA 3.5 with concentration in Health Care Management

Skills & Abilities

- Self-motivated multi-tasker with leadership capabilities. Committed to excellence and teamwork. Proficient in customer service, computer operating systems, creative analysis, relationship building and sales experience.

SALES

- Enjoy the sales team atmosphere with growth opportunity, experienced in outside face-to-face sales with direct interaction with potential clients with cold call basis. Self-motivated and goal oriented in meeting deadlines with minimal supervision.

COMMUNICATION

- Gained responsibilities working with customers to ensure their needs were met. Nurtured strong relationships to ensure customer satisfaction. Proficient with lead generation and business development through networking face-to-face and online.

LEADERSHIP

- Confident in ability to lead with integrity, honesty, authenticity, and to follow others with respect for the company's vision and goals in mind.

Experience

VOLUNTEER | SALINAS VALLEY MEMORIAL HOSPITAL | JANUARY 2015 – MAY 2017

- A "Wayfinder" for guest services and directional assistance and patient transport. PACU/Recovery Unit– medical documentation assistant, multi-functional services, and ensuring patient delight.

CHIEF EXECUTIVE OFFICER | CANS TO THE CURB | APRIL 2010 – JULY 2018

- Entrepreneurial business designed to provide waste/recycling management for local communities, especially the elderly. Assisted with gardening and maintenance, garbage/recycling management, ensuring satisfaction and repeat business of new and current customers, as well as keeping a continuous accounting of payments.

CREW MEMBER | MAYA CINEMAS | NOVEMBER 2016 – APRIL 2017

- Greeted and engaged customers upon arrival at theater and scanned tickets, ensured customer satisfaction and directed them to correct auditoriums, assisted in ticket sales and maintained theater aesthetics and restocking.

POINT OF SALE ASSOCIATE | KOHL'S | JULY 2017 – JULY 2018

- Engaged with customers, provided customer service, gave promotional incentives and discounts to ensure repeat business and satisfaction, cross-sold credit cards, gained knowledge of the store, products and team-building among fellow associates.

PROGRAM CONSULTANT | PACIFIC ENERGY NETWORK | MARCH 2019 – APRIL 2019

- Door-to-door sales position consisting of informing homeowners of Energy saving programs that best fit their household, self-generated deals & in-home sales.

