Matt Zicaro

(561) 222-9552; mattzicaro24@gmail.com

Objective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Florida State University student seeking an internship with a well respected communication company to expand knowledge and enhance skills within the communication field. Editing and IT abilities will provide support to your staff and work force.

Professional Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*TreeTop Academy,* Jupiter, FL, **Camp Counselor** May 2017-August 2017

* Assisted teacher with supervising children.
* Came up with activities for campers to participate in.
* Assisted campers when needed.
* Learned Leadership skills

*Zicaro’s Plumbing Services*, Boynton Beach, FL, **Warehouse Manager and Office Assistant** Present

* Responsible for shipping and receiving as well as inventory control.
* Input data using Excel.
* Co-Designed Company Website.
* Organized office, helped with paperwork, answered phones as needed.
* Help with their social media accounts

Education: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Florida State University, Tallahassee, FL Expected: May 2018

**Bachelor of Science in Information, Communication, and Technology**

Palm Beach State College, Palm Beach Gardens, FL Graduated: July 2015

**Associates of Arts**

Honors/Activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jupiter Jam Basketball Tournament Volunteer 2011-2017

Skilled in iMovie, Photoshop, and Microsoft Office Present