

Matthew Mancino

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WORK EXPERIENCE

SCHOOL OF EDUCATION, Pittsburgh, PA

PC Consultant July 2016 – Present

- Make sure faculty software is up-to date.
- Check out computer equipment to faculty and staff members
- Re-image operating systems on faculty and staff laptops as well as performing IT support
- Provided education to fellow staff members on macOS, Windows, and Linux based operating systems.

OFFICE OF ADMISSIONS AND FINANCIAL AID, Pittsburgh, PA

Student Tour Guide August 2014 - May 2015

- Describe tour points of interest to group members, and respond to questions.
- Escort individuals or groups on cruises, sightseeing tours, or through places of interest such as industrial establishments, public buildings, and art galleries.
- Provide directions and other pertinent information to visitors.
- Train other guides and volunteers.
- Socialize and mingle with potential families to provide an awesome college experience

CHIPOTLE, Cranberry Township, PA

Crew Member - Grille May 2015 - August 2015

- Ensure food is stored and cooked at correct temperature by regulating temperature of ovens, broilers, grills, and roasters.
- Ensure freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock.
- Turn or stir foods to ensure even cooking.
- Season and cook food according to recipes or personal judgment and experience.
- Observe and test foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, or piercing them with utensils.
- Inspect and clean food preparation areas, such as equipment and work surfaces, or serving areas to ensure safe and sanitary food-handling practices.
- Hand-cut chicken, steak and cilantro resulting in experience with knife skills.

EDUCATION

University of Pittsburgh Pittsburgh, PA

Computer Science Major; Psychology Minor, Dec 2017

- Stress Free Zone Volunteer – 5 hours a week of volunteering for entire Junior and Senior year.
- Over 120 volunteer hours over the course of sophomore and junior year
- Completed Emerging Leaders training program; 10-week course on effective leadership development
- Computer Science Club member
- Panther Psychology Club member

Seneca Valley School District, Harmony, PA

High School Diploma, May 2013

- Played football during freshman and sophomore years

Robert Morris University Moon, PA

Completed coursework towards Computer Information Systems, Apr 2014

- Transferred to the University of Pittsburgh Sophomore Year
- Social Fraternity Kappa Delta Rho - Academic Chair
- Club Rugby - Started Flanker Position

ADDITIONAL SKILLS

- Public speaking skills from being an on-campus tour guide, taking the public speaking course,
- Effective non-written communication skills through mediums such as social media, written responses, etc.
- Time management seminar through Tony Robbins, Inc.
- GitHub Profile link: <https://github.com/MatthewMancino>