**Matthew Mancino**

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Cranberry Township, Pennsylvania

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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 Cumulative GPA: 2.7 Major GPA: 3.1*

* 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