

## **Matthew Bradley**

302 Blantyre Avenue  
Toronto, Ontario  
(647) 628-0410 / (416) 699-8339  
mjbradley321@gmail.com

### **Objective**

Detail oriented, analytical individual seeking a position that will utilize exceptional problem solving and communication skills to secure a long-term career path.

### **Experience**

2012 - PRESENT

#### **Metro Ontario**

- Held positions in the meat/seafood departments, frozen goods and sales clerk.
- Responsible for large cash, debt and credit transactions at checkout counters.
- Currently tasked with the management of inventory, preparation and display of fresh cut seafood and meat products.
- Regularly assist clients with general inquiries and merchandising questions.

2015 – 2015 (Contract)

#### **Sunwing Vacations**

- Responsible for general office duties including but not limited to; document organization, filing of incoming paperwork and management of file storage.

### **Education**

2008 - 2011

#### **Birchmount Park Collegiate Institute**

2012 - 2015

#### **George Brown College – Heating, Ventilation, Air-Conditioning & Refrigeration (HVAC) Diploma**

2020 - Present

#### **Centennial College – Software Development & Engineering**

### **Additional Skills**

- Can easily adapt to new work environments with little to no training.
- In depth knowledge of computer networks, systems and applications.
- Exceptional customer service & care skills; from working with children and the elderly, to assisting those with special needs.
- Knowledge of common operating systems and excellent troubleshooting skills
- Full G level drivers license with zero demerit points and no history of accidents.