

MATT STUCK

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EDUCATION**University of Washington, Seattle, WA. '11 – '13**

B.A. in Linguistics; Minor in Spanish 03/13

Study Abroad – Quito, Ecuador. 01/12 – 03/12

GPA: 3.74

Clark College, Vancouver, WA. '09 – '11

Associate of Arts; Transfer Degree 06/11

Certificate of International Studies 12/10

GPA: 3.56

PERSONAL ATTRIBUTES

- Constantly alert, focused
- Highly organized, detail-oriented
- Able to work well both independently and in group settings
- Working knowledge of MS programs
- Analytical and creative approach to problem-solving
- Type 70 WPM/ proficient in 10-Key
- Ability to multi-task
- Self-motivated, hardworking and driven to succeed
- Able to adapt well to new and fast-paced work environments

WORK EXPERIENCE**University of Washington Housing and Food Services, Seattle, WA. 08/12 - present**

Student Assistant – Desk Host/Mail Staff

provide residential support, assist with housing arrangements,

maintain record of item/ key check-outs, misc. desk host assignments, process mail,

create package inventories, handle undeliverable/ unidentified mail.

AR*AC, Seattle, WA.

TA / Tutor – Fall '11 09/11 – 12/11

Worked for America Reads America Counts as a TA and afterschool tutor in math and literacy.

Clark College, Vancouver, WA 01/11 – 06/11

Office Assistant – Advising Dept.

Managed front desk phone, assisted students w/ academic and campus related inquiries, created appointments, matched students w/ academic advisors.

Affiliated Computer Services, Portland, OR. 08/09 – 01/11

Customer Care Representative

Basic phone troubleshooting, billing research, account modifications, online support, promoted company products/services, processed payments, negotiated payment arrangements.

VOLUNTEER SERVICE

Casa Latina, Seattle, WA.

ESL Instructor 08/12 - present

Lead and co-teach self-contained ESL classes.

University of Washington Evening Classes, Seattle, WA. 06/12 – 08/12

In-Class ESL Facilitator

Assisted professor in leading group activities in ESL advanced conversation course.

Reina De Quito – Quito, Ecuador. 01/12 - 03/12

UW Service Learning Program participant

Teacher Assistant at pre-K school for children with Down's syndrome

Casa de los Amigos, Seattle, WA. 09/11 – 12/11

TA / Tutor

Assisted with teaching core subjects such as math and literacy to alien minors detained by ICE.

REFERENCES

Christine Van Loan

Current Supervisor

University of Washington

Regional Desk Supervisor

Seattle, WA. 98034

Box 355600

cvanloan@uw.edu

Office: 206-221-7143

Samantha Karell

Current Supervisor

University of Washington

Regional Desk Occupancy Supervisor

Seattle, WA. 98034

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206 543-3114

sbk3@hfs.washington.edu

Emily Gaggia

Current Volunteer Supervisor

Casa Latina

Education Coordinator

Seattle, WA 98144

206-956-0779 X120

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Linda Healy

Former Supervisor

Clark College

Program Support Supervisor

Advising Dept.

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Additional references available on request