

# Matthew R Green

MatthewRGreen01@Gmail.com

465 West 148th Street Apt. 4A

New York, NY 10031

954 - 290 - 2619

## Summary

Current Hunter student majoring in computer science. Experienced in exceptional customer service. Proved to be an outstanding team leader at Jamba Juice, and am presently working for fairway market. I am confident in my ability to prioritize, multitask, and work in a fast paced high pressure environment.

## Education

Hunter College

2014 - Present

Major: Computer Science

Graduation date: Spring 2018

## Work Experience

Fairway Market: E-Commerce

2016 - Present

2328 12th Ave, New York, NY 10027

- Collected and prepared items for transactions conducted electronically
- Assisted customers to select merchandise based on their preferences and needs
- Handled inventory and reviewed merchandise movement
- Carefully followed directions customers put on their order for requested items

Jamba Juice: Management

2014 - 2015

95 East Houston Street, New York, NY 10002

- Supervised a fast paced and high pressure environment
- Worked as a member of a team to promote a positive experience for employees
- Trained up to 20 employees in transaction protocols and customer relations
- Provided superior customer service and resolved customer complaints
- Managed stock with meticulous record keeping and organization
- Responsible for accounting, book-keeping, office operation, and accountability

MATTHEW R GREEN 01

@GMAIL.COM