

# STEVIE LYNN MATTHEWS

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## Summary

Friendly young woman that is forever enthusiastic about producing a superbly made cup of coffee. With a personable smile and consistent positive attitude I will always be a valuable asset to your team. I always strive to be an excellent leader and problem solver with a resourceful approach when managing a group of individuals in a professional setting or in a hair metal band. Doing so has made me very versatile in any field of work I pursue. While I am consistently molding to new opportunities, challenges, and experiences I am what I consider to be well rounded.

## Highlights

- Creative.
- Outstanding social skills.
- Ability to handle fast-paced environments.
- Leadership skills.
- Adaptable.
- Incorporates feedback quickly.
- Types 60 wpm.

## Experience

### **The Hair Metal Show, Salt Lake City UT**

#### ***Lead Singer- July 2017 - Current***

- Delivers high-energy vocal entertainment to bar patrons consistent with live music guidelines.
- Entertains guests while simultaneously arranging popular music from the 1980's hair metal genre based on audience reactions.
- Completed media interviews on television, radio and local news stations to promote performances.
- Worked closely with directors and fellow performers to identify and perfect optimal performance techniques.
- Successfully delivered 11 outstanding nightly performances the entire duration of The Utah State fair from September 06,2018 - September 16,2018.
- Helps prepare stages, move props and break down stages to support smooth productions.

Experience continued... ↘

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## **Aptive Environmental, Provo UT.**

### ***Sales Consultant - November 2019 - September 2020***

- Increased sales revenue by skillfully upselling and closing customer sales by driving product benefits around client needs.
- Consulted with long-term, new and prospective customers to understand needs and propose ideal solutions regarding their current pests.
- Explained and reviewed service agreements with customers to cultivate understanding and customer satisfaction.

## **The Coffee Shop, Riverton UT.**

### ***Assistant Manager - September 2018 - September 2019***

- Provided leadership and direction for employees, supervising activities to drive productivity and efficiency.
- Kept facility and equipment./l; in good working condition through regular preventive maintenance and repair schedules.
- Implemented training processes for newly hired employees and shift leads.
- Managed weekly inventory and supply tracking, noting items requiring reorder.

### ***Barista - October 2016 - September 2018***

- Adheres to recipe and presentation standards for specialty coffee drinks.
- Weighs, grinds and packs coffee per customer orders.
- Correctly follows all health, safety and sanitation guidelines.
- Greets and connects with every customer, recommending drinks and pastries.
- Maintains calm demeanor during high-volume periods and special events.

## **Center for Excellence in Higher Education, Murray UT.**

### ***Admissions Assistant - March 2015 - April 2016***

- Served as a central point of contact for potential students and provided information about the college and programs available.
- Coordinated and scheduled appointments for individual student career planning sessions.
- Meticulously entered potential student and service information when scheduling appointments.

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## EDUCATION

Cameo College of Essential Beauty - Murray, UT

***Diploma - Nail Technician - June 2016***

- Trained in state of the art techniques in polishing and treating nails. Served as CND Shellac product line expert.
- Received State Nail Technician License July 2016

Riverton High School - Riverton, UT

***High School Diploma - Theatre - Jun 2014***

- Acting Technique for Film and Advanced Scene Study coursework, Physical theater training, Speech and Theater workshops, Acting and Directing coursework, Character development workshop.

Salt Lake Community College - Remote/ Salt Lake City, UT

***Certificate - Web Development - January 2021***

- Currently developing an understanding of all HTML, CSS, JavaScript, Python, Adobe Photoshop, Illustrator, and many other functions regarding web development.
- Gain abilities to combine technical and design skills to create websites from scratch that are compatible with modern day browsers.

## REFERENCES

JAMISON FOX - (801)903-8637

RYAN DITTA - (801)656-9627

AUSTIN MERRIL - (801)708-3948

NEPHI ZITTING - (385)225-6534

**If you have made it to this point, I humbly thank you for your time and consideration of my candidacy. Have a pleasant day!**