

MATTHEW M. LYDON

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EDUCATIONAL PROFESSIONAL

Dynamic and creative educational professional with a record of superior communication and relationship-building skills. Possess invaluable abilities to pay attention to detail to ensure accuracy in all duties, multi-task, and proactively problem solve.

CORE COMPETENCIES

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|----------------------------------|-------------------------|--------------------|
| • Active Listening | • Instruction | • Multi-Tasking |
| • Child/Parent/Client Engagement | • Lesson planning | • Patience |
| • Classroom Management | • MS Office proficiency | • Social Media |
| • Customer Service | • Mobile & Cloud-based | • Writing |
| • English Lit knowledge base | software expertise | • Youth Engagement |

PROFESSIONAL EXPERIENCE

Life Skills Instructor and STEM Challenge Leader

ResCare Workforce Services (Bristol, PA)

February 2014 - Present

Taught life skills, such as budgeting, apartment searching and communication techniques to groups of Out of School Youth.

- led monthly STEM challenges
- Prepared lesson plans for daily instruction.
- Updated existing assessments & created equivalent forms in Spanish for Spanish-speaking program participants.
- Engaged current and potential program candidates via social media.
- Interfaced with social workers and guidance counselors at area schools for recruiting purposes.

Site Co-Coordinator

21st Century Learning Center (Fairless Hills, PA)

October 2013 - May 2015

Supervised children identified as needing extra academic help in grades 2 through 6 in an after school enrichment setting.

- Followed all relevant DPW child-safety protocols, including mandated reporter protocols.
- Communicated with teachers and parents of program participants.
- Initiated and managed weekly food orders
- Led book club sessions with mixed-ability groups.
- Coordinated staff for coverage of students in different areas of the program site.
- Participated in special theme nights for students and families at Fairless Hills Branch of Lower Bucks Family YMCA.

Camp Counselor, Assistant Group Supervisor

Northeast Family YMCA, Philadelphia, PA

July 2013 - November 2013

Initially hired as a camp counselor, made the transition to supervising school-age children in before- and after-school settings.

- Followed all relevant DPW child-safety protocols, including mandated reporter protocols.
- Communicated behavioral and medical incidents to staff, supervisors and parents of campers.
- Guided campers in the creation of two puppet movies, found at <http://youtu.be/M5C4QP6ULbM> and <http://www.youtube.com/watch?v=TeW5Ov4AUWs>

Sales Account Manager

AIRGAS SAFETY, Levittown, PA

December 2012 - May 2013

Educated existing customers on safety products needed for their diverse lines of business

- Prospected for new business over the telephone.
- Maintained and exceeded SAP ability for all aspects of the sales process.
- Sent literature, physical samples and email blasts to current and prospective customers to introduce them to new products or upcoming promotional sales.

9th Grade English Teacher

AUSL / CHICAGO PUBLIC SCHOOLS, Chicago, IL

June 2012 - October 2012

Co-taught in an English/language arts in a classroom setting.

- Planned lessons for 80 minute periods.
- Administered formative & summative assessments to check for student understanding.
- Communicated with department heads regarding plans and goals for teaching.
- Made calls to parents.
- Monitored in-class behavior.

Public Records Researcher

VERTICAL SCREEN, INC., Warminster, PA

December 2011 – May 2012

Conducted background checks on potential employees for third party clients.

- Accessed state and national databases while searching for relevant materials.
- Maintained strict privacy and data-confidentiality procedures in compliance with ISO 9001 regulations.

Legal Prep Associate

GROUP 9, INC., Langhorne, PA

May 2007-November 2008

Gathered data from public property records to compile reports for 3rd party lenders.

- Determined if outstanding liens existed against the property.
- Used OCR software to copy text from scanned documents
- Proofread documents for textual errors.
- Communicated with research teams on problematic records.

Accounts Receivable Clerk

JONES APPAREL GROUP, Bristol, PA

March 2003 - May 2007

Justified incoming payments to outstanding invoices and chargebacks. Became well-versed in office procedures. Handled credit card payments. Used MS Excel to analyze data. Introduced to SAP software for A/R application.

EDUCATION

Temple University, May 2011, B.S. in Secondary Education & English Literature

Magna cum laude, GPA 3.93

PERSONAL ACTIVITIES

- ❑ Acted in many theatrical productions, most notably:
 - ❑ *Inherit the Wind* at Bristol Riverside theater (May/June 2013)
 - ❑ various roles in *All in the Timing* at WAG Theater Company (June 2011)
 - ❑ Self-written, directed and produced poetry shows in the Philadelphia FRINGE Festival (September 2003 & September 2004)
- ❑ Directed the play *PVT LIVES*, WAG Theater Company (2012)
- ❑ Improvisational theater artist:
 - ❑ with *Tongue & Groove Spontaneous Theater* (May 2014-Present)
 - ❑ with *Bright 'N' Bold Beauty Box Old Time Radio Hour* at Figment Theater (Philadelphia, June 2014).
 - ❑ ensemble member of *ComedySportz Philadelphia Presents Improvised Shakespeare* at the Philadelphia Improv Festival 5 and 6 (2009, 2010)
 - ❑ with ComedySportz Philadelphia (Philadelphia, 2007-2012)
 - ❑ with Full Circle Theater, a multi-generational improv troupe operating under the joint auspices of Temple University and the Philadelphia Corporation on Aging (~2003/2004)
- ❑ Wrote & directed plays for a private high school in Bensalem, PA. (2002-2007)