**MATTHEW M. LYDON**

[matthew\_m\_lydon@hotmail.com](mailto:matthew_m_lydon@hotmail.com?subject=Regarding%20your%20recently%20submitted%20resume) • 215-421-2905 • 912-A Pond Street Bristol, PA 19007

**EDUCATION**

**TEMPLE UNIVERSITY** B.S. in Secondary Education, English Literature, May 2011

Honors: *magna cum laude*

College of Education Senior Performance Distinction, 2011

Professional License: PA Instructional I certificate, content area Language Arts Grades 7-12

ACT 48 Credits:

**EXPERIENCE**

**ResCare LLC** February 2014 - Present

*Life Skills and STEM Instructor*

Taught life skills and STEM concepts to groups of Out of School Youth in a daytime program setting. Prepared lesson plans for daily instruction. Updated existing assessments and created equivalent forms in Spanish for Spanish-speaking program participants. Led monthly STEM challenge projects. Engaged current and potential program candidates via social media. Interfaced with social workers and guidance counselors at area schools for recruiting purposes.

**21st Century Learning Center, through Lower Bucks Family YMCA** October 2013 - May 2014

*Site Co-Coordinator*

Supervised children in grades 2 through 6 in an after school enrichment setting. Provided homework help at all grade levels. Followed all relevant DPW child-safety protocols, including mandated reporter protocols. Communicated with teachers and parents of program participants. Managed weekly food orders via Philadelphia Archdiocese Nutritional Development Services. Led book club sessions with mixed-ability groups. Coordinated staff for coverage of students in different areas of the program. Participated in special theme nights for students and families at Fairless Hills Branch of Lower Bucks Family YMCA.

**NORTHEAST FAMILY YMCA**, Philadelphia, PA July 2013 - November 2013

*Camp Counselor, Assistant Group Supervisor*

Supervised school-age children in a day-camp setting. 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 <https://www.youtube.com/watch?v=TeW5Ov4AUWs>

**AIRGAS SAFETY,** Levittown, PA December 2012 - May 2013

*Sales Account Manager*

Used SAP software for sales. Educated existing customers on safety products needed for their diverse lines of business. Prospected for new business over the telephone. Sent literature, physical samples and email blasts to current and prospective customers to introduce them to new products or upcoming promotional sales.

**AUSL / CHICAGO PUBLIC SCHOOLS,** Chicago, IL June 2012 - October 2012

*9th Grade English Teacher*

Co-taught in an English/language arts classroom setting. Planned lessons for 80 minute periods. Administered formative and summative assessments to check for student understanding. Communicated with mentor teachers and department heads regarding plans and goals for teaching. Made calls to parents. Monitored in-class behavior.

**VERTICAL SCREEN, INC.,** Warminster, PA December 2011 – May 2012

*Public Records Researcher*

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.

**BENSALEM HIGH SCHOOL,** Bensalem, PA January 2011 - April 2011

*Student Teacher*

Planned English literature and speech class lessons for diverse student body, including students with IEPs. Created and administered formative and summative assessments on writing, literature and public speaking tasks, including role playing, writing and team building exercises. Made calls home to student parents, as well as monitored in-class behavior.

**GENERAL GEORGE MEADE SCHOOL,** Philadelphia, PA Fall 2009 - Spring 2010

*Student Teaching Practicum*

Engaged in reading time with students requiring additional literacy help. Planned and administered literacy tasks, including reading, role playing and writing. Communicated with supervising teachers at Meade and Temple as to student progress. Aided students in coming up with student-created literacy manual.

**JUST CLEANING SERVICES, INC.,** Hatboro, PA March 2009-December 2011

*Cleaning and Maintenance Worker*

Cleaned floors, windows, bathrooms and carpets, at Catholic schools in the lower Bucks County area. Assisted in stripping, waxing and refinishing floors. Often worked alone, prioritizing work tasks to the time allotted.

**GROUP 9, INC.,** Langhorne, PA May 2007-November 2008

*Legal Prep Associate*

Gathered data from public property records to determine if outstanding liens existed against the property. Used OCR software to copy text from scanned documents, and proofread documents for textual errors. Communicated with research teams on problematic records.

**JONES APPAREL GROUP,** Bristol, PA March 2003 - May 2007

*Accounts Receivable Clerk*

Justified incoming payments to outstanding invoices and chargebacks. Handled credit card payments for smaller clients who did not have established credit terms. Used MS Excel to find mistakes. Introduced to SAP software for A/R application. Organized and filed documents as needed.

**CITIZENS BANK OF PENNSYLVANIA,**Philadelphia, PA March 2002 - March 2003

*Commercial Teller*

Interacted with business owners. Took deposits, ordered checks and prepared coin and cash orders. Fulfilled night deposit transactions. Prospected for new checking and savings accounts. Referred new loan and money market business to sales representatives. Monitored accounts for fraud. Filed currency transaction reports when necessary.

**WALNUT STREET THEATRE,** Philadelphia, PA August 2000 - May 2003

*Phone Charge Ticket Sales Associate*

Sold tickets and gift certificates via phone. Performed data entry and other light office tasks. Worked day and night shifts to give manager flexibility in covering operating hours 10AM to 11PM.

**PERSONAL**

Teacher, actor, musician, short filmmaker and writer of poetry, short stories and plays. Wrote and directed several plays for Holy Ghost Prep school’s drama programl in Bensalem, PA. Performed improvisational theater for 15 years, 7 years with ComedySportz Philadelphia. Acted in many theatrical productions, most recently in Inherit the Wind at Bristol Riverside theater (May/June 2013) and Bright and Bold Beauty Box Old Time Radio Hour at Figment Theater (Philadelphia, June 2014).