

# Matthew Leonard

Full Stack Developer

## PROFILE

Versatile, efficient, and detail oriented professional with 10+ years' experience. Diversified skills include customer service, effective communication, multitasking, analytical thinking, problem solving, conflict resolution, and administrative support.

## EXPERIENCE

### ***Admin. Assistant, Saint Bridget Catholic School, Richmond, VA — 2018–Present***

Administrative: Adeptly handle administrative matters including screening calls, managing calendars, planning meetings, making travel arrangements, composing documents and organizing offices for efficiency. Communications: Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.

### ***Store Manager, Minuteman Press, Williamsburg, VA — 2017-2018***

Direct day-to-day operations of local store generating more than \$50,000 in annual revenue. Recruit, train, mentor, and manage 3-member team, ensuring continuous delivery of outstanding customer service. Supervise departments, providing coaching and engendering accountability for store results and staff performance. Develop and implement strategic merchandising plans to achieve revenue objectives and reduce expenditures while ensuring payroll remains within budget.

### ***Inventory Manager, St. George's Brewing Co, Hampton, VA — 2016-2017***

Ensure inventory control needs are consistently met by improving and developing inventory management process and procedures. Reduced inventory shrink levels from 3.8% to under 1.0% of COGS and maintained shrink percentage. Created production forecasts and plans based on sales forecasts, historical usage and product trends. Achieved 90% forecast accuracy compared to actual demand.

## EDUCATION

Virginia Commonwealth University — B.S. Criminal Justice, 2009

## SKILLS

Computer skills , Customer service, Interpersonal skills, Leadership

704 Harmony Rd., Glen Allen, VA 23059

(757) 871-8889

Leonard.matthewk@gmail.com