

# MATTHEW TREVINO

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## EXPERTISE

Menu Design  
Food Handling  
Housekeeping  
Meal Preparation  
Window Cleaning  
Food Safety  
Customer Service

## EDUCATION

Associate of Science in Computer Science (In Progress), Modesto Junior College, Modesto, CA

Culinary Arts Program, Placer County Adult Education

## CERTIFICATIONS

# HOUSEKEEPER/COOK

## PROFESSIONAL SUMMARY

A detail-oriented and organized Housekeeper/Cook with experience in logistics management, food safety, and customer service. Proven ability to work efficiently in fast-paced environments and ensure high standards of cleanliness and food quality. Seeking to leverage my skills in menu design, food handling, and housekeeping to provide exceptional support to individuals with brain, spinal cord, and medically complex injuries and illnesses.

## EXPERIENCE

### IT Specialist & Automation Architect

Jan 2020 – Present

M5 Digital, Inc. | Turlock, CA

- Architected and deployed internal automation tools using Python and Selenium to streamline data collection and reporting workflows, reducing manual administrative time by 40%
- Implemented secure API authentication protocols (JWT/Okta) to protect sensitive driver and route data
- Developed 'Apache Genie,' a Python-based CLI tool to automate server deployment and diagnostics
- Perform comprehensive hardware/software diagnostics and system restorations to ensure business continuity

### Independent Logistics Contractor

Jan 2019 – Dec 2024

Dispatch It / Instacart / AxleHire | Sacramento, CA

- Executed high-volume, last-mile delivery operations, maintaining a 4.9+ performance rating through route optimization and superior customer service
- Leveraged local geographic knowledge to navigate complex delivery windows and solve on-road logistical challenges in real-time

# **Transportation Coordinator / Logistics Architect**

Mar 2015 – Oct 2022

**Van Groningen & Sons, Inc. | Manteca, CA**

- Orchestrated logistics for a high-volume agricultural shipper, managing a fleet of 20+ drivers and 60+ daily outbound shipments
- Identified systemic bottlenecks in the manual scheduling process; designed and implemented a custom scheduling system that reduced downtime by 30% and improved fleet utilization
- Maintained 99% on-time delivery rate to major retailers (Walmart, Costco) through rigorous planning and driver management

## **KEY COMPETENCIES**

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Menu Design

Food Handling

Housekeeping

Meal Preparation

Window Cleaning

Food Safety

Customer Service

Logistics Management

Automation

Python

Selenium

API Security