

Matthew Marchand

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Career Focus

- **Self-motivated professional seeking to leverage administrative and communication skills to pursue career advancement opportunities**

Education

TRINITY VALLEY COMMUNITY COLLEGE | 2012 – 2014

Collin County Community College | 2018 - Current

- **Major: Computer Science**

Experience

Receiving Manager | APPLE HOME CARE MEDICAL SUPPLIES | APRIL 2014 – July 2018

- Promoted to Receiving Manager from Warehouse Technician.
- In charge of receiving and tracking all equipment that came into the company.
- Implemented procedures that allowed packers to accurately locate and pack all products in the warehouse in a timely and effective manner.
- Communicated with Warehouse leadership to help design a new warehouse that is effective and easily navigated.

Warehouse Technician | APPLE HOME CARE MEDICAL SUPPLIES | AUGUST 2013 – MARCH 2014

- Packed orders in an efficient manner for delivery.
- Assisted the families of patients with setting up medical equipment while on-call.
- Assisted patients in any way possible, whether it was answering questions to the best of my abilities, or going the extra mile to make sure that patients were given the assistance that they deserve.
- Delivered Medical equipment to at home patients.

Manager Trainee | HAGGAR | APRIL 2012 – JULY 2013

- Assisting customers in accomplishing their shopping goals.
- Effectively ran cash transactions, while remaining helpful and courteous to all customers in the store.
- Trained new employees in the best methods to accomplish all store related goals, such as customer service, running the cash register, keeping the store as clean as possible, and maintaining a high level of customer service.
- Maintain smooth operations as manager trainee on the floor, multi-tasking and running the store independently while attending to customer needs.
- Managed petty bank account for deposits ranging between \$100-\$2000 a night.

Technical Skills

- HTML
- CSS
- JavaScript
- AJAX
- API