

# MATT BOUTILIER

## CONTACT

1.902.817.0307

W0498901@nsc.ca

Dartmouth, NS

## EDUCATION

Diploma

**Auburn Drive High School**

September 2016 - June 2019

Student Council Director of Technology  
Received Student Initiative Award

**Nova Scotia Community College**

September 2024 - Present

Coursework in Database Management,  
Programming, Operating Systems, and  
Networking

## SKILLS

MS Office

Adobe Suite

Python

Linux OS

Windows OS

## REFERENCES

References Available  
Upon Request

## WORK EXPERIENCE

**Nespresso**

Coffee Specialist November 2024 - Present

- Help customers choose coffee that matches their taste and brewing preferences.
- Stay informed on current products, seasonal offerings, and key product details.
- Maintain organized stock areas to ensure quick and accurate product retrieval.
- Provide friendly, efficient service while following food safety and health standards.

**Ricoh Canada Inc.**

Field Service Representative II November 2023 - September 2024

- Performed administrative duties at multiple jobsites, including **Aon Reed Stenhouse Inc.**, **Halifax Regional Center for Education**, and **Nova Scotia Power Inc.**
- Responsibilities included client database maintenance and office administration (ARS), file management and digitization (HRCE), and printing and mailing services including maintaining supply levels for production (NSPI).
- Responsible for record keeping and filling for a variety of statistics and KPI's to track efficiency and contract/service effectiveness.

**Staples Canada ULC**

Services Supervisor May 2019 - November 2023

- Oversaw Customer Service, Tech Service, and Print and Marketing Services.
- Regularly supervised a team of nine, and routinely acted in a store manager capacity overseeing a team of up to twenty-two people.
- Responsible for the execution of weekly audit packages, and loss prevention procedures.
- Ensured customer data was safeguarded and privacy controls were in place and executed appropriately.

## PROFESSIONAL EXPERIENCE

**4-H Canada**

Chair, Youth Advisory Committee 2020 - 2023

- Collaborated with staff to plan and execute conferences and events for program members and leaders
- Arranged committee meetings and oversaw said meetings while maintaining decorum and punctuality
- Served as a non-voting member of the Board of Directors and multiple Board committees including the Diversity Equity and Inclusion Committee

**4-H Nova Scotia**

Youth Advisory Committee Representative 2020 - 2023

- Acted as a youth representative to the Board of Directors, liaising between members and the Board
- Appointed as a voting member of the Board of Directors
- Serve on multiple committees such as the COVID-19 response, Diversity Equity and Inclusion, and as Chair of the Governance committee
- Collaborated with staff and Board directors to address and execute programming, budget and strategic planning, HR responsibilities, and events coordination