

Matthew Schultz

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Flagstaff, Arizona
86004
(520)-705-7644

Skills

- Prior active duty army service member
- Law enforcement / correctional officer experience
- Experience with peoplesoft
- Supervisor experience
- Flexible schedule
- Fast learner
- Safety knowledge
- Great communication skills
- Dependable and reliable
- Power and hand tools
- Safety procedures knowledge
- Self-motivated
- Strong mechanical aptitude
- Strong written and verbal communication skills
- Strong team player
- Advanced computer skills
- Works great independently and in a team setting
- Strong mechanical skills
- Job shop experience
- Capable of heavy lifting
- Basic math and measuring aptitude
- Food handling experience

Work History

Active Duty Army Service Member, (12D), 11/2020 to 07/2021 United States - As a Diver (12D), I learned the unique skills to conduct reconnaissance, demolition, and salvage underwater operations and how to assist with underwater construction and specialize in both scuba diving and deep-sea diving.

Correctional Officer, 12/2018 to 06/2019 Arizona Department of Corrections - Florence, AZ. As a correctional officer, my job was to make sure every inmate was fed, showered, and let out to their class programs everyday as well as preparing each individual for their life outside of prison. I worked at the central yard in Florence. The majority of my employment was spent working with inmates on condemned row. I used my communication skills to de-escalate situations and keep everyone calm and productive. I was in charge of controlling inmate movement as well as maintaining the accountability of both staff and inmates, making sure everyone was safe.

Transportation Officer, 08/2021 to 11/2022 Core Civic - As a transportation officer, I was responsible for the transportation of inmates to and from the facility, to include making sure inmates are taken to their court date at the appropriate time, as well as the intake and release of inmates. I specialized in the transport and booking process for all rule 11 individuals as well as non English speaking inmates. I also was responsible for emergency medical transportation for inmates to a medical facility.

Kennel Technician, 11/2023 to 05/2024 Coconino Humane Society - As a kennel technician, my primary responsibility was to ensure the well-being of animals in our care. This involves feeding, watering, and providing clean living spaces for them, as well as administering medications as needed and monitoring their health. I'm also tasked with maintaining cleanliness throughout the facility, regularly cleaning kennels, cages, and common areas. Additionally, I spent time interacting with the animals, providing exercise, socialization, and companionship. Communication with pet owners is another essential aspect of my job, as I update them on their pets' status and address any concerns they may have. Keeping accurate records of feeding, medications, and observations is crucial for providing consistent care. In emergencies, I'm prepared to respond quickly and appropriately to ensure the safety and well-being of the animals under our supervision.

Lube Technician, 05/2018 to 08/2018 Jiffy Lube - Show Low, AZ. While working at Jiffy Lube, I performed oil changes, transmission maintenance, differential maintenance, preventive maintenance, and light engine work. My duties as a Lube Technician were to clean and maintain the lower bay, while finishing every vehicle that came in for service within 15 minutes or less. I followed standards and procedures to maintain a safe work environment.

Certifications

COTA Certificate
COTA Top Shot

Education

High School Diploma:
2018

Florence High School: Florence, AZ

Current full time student at
Northern Arizona University,
majoring in applied computer
science.