

Matthew Atchley

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Personable self-starter able to provide extraordinary service to diverse individuals. Active listener seeking to assist supervisors in meeting their needs. Exceptional attention to detail used to maximize excellence. Always seeking to transform something strong into something superb. Additional personal qualities include:

- Educator
- Leader
- Positivity
- Communicator
- Efficient
- Humility

PROFESSIONAL EXPERIENCE

***Whole Foods Market
Cashier/Back-up Store Scan
Specialist/ Team Educator/
Supervisor
September 2014-Current***

Provided customer service; issue receipts; process credits, or change due to customers; Establish or identify prices of goods, services or admission. Provided technical support; ensure price integrity, communicated and coordinated with Team Leaders with sales, and tag organization. Trained all new and existing Team Members about department Code of Safe Work Practices, Food Safety, and PPE compliance. Provided a positive role model while upholding standards and goals of our department, store, and area.

***Filer and Document Reviewer
Voz De Victoria
Educational Advocacy
March 2014-July 2014***

Separated and organized documents; Created and updated client case folders; Filed and sorted paperwork; Scheduled appointments and consultations; Managed multiple calendars.

***Toys R Us
Seasonal Cashier
September 2013-January
2014***

Provided customer service; issue receipts; process refunds, credits, or change due to customers; Establish or identify prices of goods, services or admission, and tabulate bills using calculators, registers, or optical price scanners.

***UCSD Osteology Internship
with Melanie Beasley
September-December 2013***

Applied Osteological and Anthropological background; Sorted bones into full size skeletons; Separated and catalogued all specimens; Determined age and sex.