

Matthew Barlund

Office Administrator

matthewbarlund@gmail.com | (714) 325-4741

Experienced Office Administrator with a proven track record of efficiently managing administrative tasks, coordinating office operations, and providing exceptional support to staff and management. Skilled in handling multiple priorities, working with a team, and engineering clever solutions to problems. Strong communication, problem-solving, and interpersonal skills, with a dedication to creating a positive and collaborative work environment. Seeking to broaden my professional horizons and tackle new challenges.

Professional Experience

Office Administrator | Say Cargo Express, Inc | Anaheim, CA *December 2021 - Present*

- Handled daily administrative duties for this detail-oriented logistics company
- Provided reliable assistance to fellow staff members
- Regularly reconciled accounts

E-commerce Manager | Albertsons | Placentia, CA *June 2019 - November 2021*

- Improved pick-time by 25% in 1 month
- Identified process improvement opportunities to improve team productivity, resulting in 40% reduction in work hours
- Trained 4 new hires, who were operational and self-sufficient within 10 days of starting

Education

California State University, Fullerton *August 2019 - Present*

Bachelors in Computer Science, Minor in Philosophy

- Coursework: Software Engineering, Databases and File Systems, Theory of Computation, Data Structures
- Currently Taking: Intro to Web Development, Algorithm Engineering
- Formerly Business Major with a concentration in Accounting and Information Systems

Key Skills

- Communication and Collaboration
- Customer Service
- Computer Proficiency/Microsoft Office
- Resource Management/Allocation

Interests

- Science and Mathematics
- Philosophy and Discussion
- Dungeons and Dragons