



Matthew Ward

856-473-1845

mattward1030@gmail
.com

Runnemede, NJ 08078

SUMMARY

Proficient Front End Developer effective at developing strong websites that achieve customer objectives. Familiar with working alongside clients to determine needs, create plans and optimize design usability and performance. Well-versed in using HTML, CSS, Bootstrap and Javascript and jQuery as well as other resources to accomplish design requirements. Attentive Assistant Store Manager offering over 3 years working in the liquor industry. Focused and enthusiastic demeanor with strong background leading a team. Proven track record for creating positive working and shopping environments.

SKILLS

- Use Markup Languages
- Style Sheet Languages
- Code Debugging
- CSS
- UI Improvements
- JQuery
- HTML5
- Staff Management
- Inventory Management
- Process Improvement
- Employee Training
- Product Knowledge

EXPERIENCE

Assitant Project Manager

Philadelphia, PA

Self-employed/ Sep 2016 to Dec 2021

- Maintained close connection with project personnel to quickly identify and resolve problems.
- Monitored design processes from conceptual phase through construction.
- Updated project plans based on changing objectives, specifications and staff availability.

Driver

Philadelphia, PA

Uber/ Jan 2017 to Jun 2021

- Transported clients to specified destinations safely and on-time.
- Achieved consistently high customer scores due to exceptional service.
- Documented daily mileage, gas and other data to log in Excel.
- Utilized GPS to optimize routes and continuously meet estimated delivery times.
- Interacted with customers pleasantly to meet needs and drive satisfaction.

Assistant Manager

Voorhees, NJ

Wine Warehouse/ Jul 2017 to Mar 2020

- Maintained inventory accuracy by counting stock-on-hand and reconciling discrepancies.
- Planned and prepared workflow schedules, delegating tasks for floor team.
- Assisted Store Manager in evaluating employee performance and cultivating improvement initiatives.
- Directed and led employees, supervising activities to drive productivity and efficiency.
- Supported sales management initiatives to optimize business development.

- Improved efficiency and productivity by implementing organization systems for inventory control.
- Mentored staff to enhance skills and achieve daily targets, using hands-on and motivational leadership.
- Completed inventory audits to identify losses and project demand.
- Delegated daily tasks to team members to optimize group productivity.

EDUCATION AND TRAINING

Some College (No Degree): Physics

Rowan University

Glassboro, NJ

Full Stack Web Developer Bootcamp: Computer Programming

University Of Pennsylvania Expected in May 2021

Philadelphia, PA

WEBSITES, PORTFOLIOS, PROFILES

- <https://mattrward1030.github.io/project-1/>