

Matthew Sonne

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Objective

Dedicated and motivated undergraduate student pursuing a Bachelor of Arts Degree in Professional Writing at York University, seeking opportunities to apply and enhance my skills. Eager to contribute to a dynamic team and gain practical experience in a professional setting.

Highlights

- Ability to lift 50+ lbs. on a regular basis
- Able to type 60 WPM
- Excellent problem-solving skills
- Advanced customer service skills
- Proficient in Microsoft Office and Google Drive
- Strong command of the English language, both written and oral
- Highly organized and able to work in a busy, fast paced environment

Work Experience

October 2, 2019 – June 30, 2023

Sales Associate | 7-Eleven Convenience Store |

May 6, 2019 – July 29, 2019

Warehouse Associate | Eassons Transportation Group |

Relevant Skills

Warehouse Associate

- Efficiently managed inventory, including receiving, and storing products.
- Handled merchandise with care while entering data into software programs such as an inventory and/or record-keeping system.
- Maintained a clean and organized warehouse, ensuring a safe and productive work environment.
- Collaborated with team members to meet daily production targets.
- Demonstrated attention to detail in order picking and packing processes.

Sales Associate

- Provided excellent customer service, addressing inquiries and resolving issues promptly.
- Managed cash transactions accurately and maintained a balanced cash register.
- Stocked shelves, monitored inventory levels, and ensured products were well-displayed.
- Conducted routine store inspections to identify and address maintenance issues.
- Followed established procedures for opening and closing the store.

Education

Bachelor of Arts, Professional Writing Major

York University, Toronto, Ontario

Expected Graduation Date: April 2024

Ontario Secondary School Diploma

Ascension of Our Lord Secondary School, Mississauga, ON

Year of Graduation: 2018

Awards and Accolades

Norma Hillyard Humanitarian Award

June 2011

Ascension of Our Lord Secondary School

Honour Roll

November 2016, June 2018

References

Available upon request.