

Matthew Kirby

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Orange, California

Experience

Bartender

Feb 2017 - Present

House of Blues - Foundation Room

Welcome and acknowledge Foundation Room members, Live Nation

Executives and VIP's to instill

appreciation for their membership and patronage

- Ensure responsible alcohol service per local ordinance alcohol awareness training and House of Blues alcohol policies
- Interact with guests in a natural, friendly demeanor
- Deliver food items and beverage orders promptly
- Consistently prepare beverages according to standard recipes and venue specifications, abide by all control systems
- Perform Opening/Running/Closing duties according to HOB policy
- Maintain bartender bank

Bartender

Mar 2012 - Dec 2016

Buffalo Wild Wings

Serve patrons at the bar and prepare drinks for the restaurant

- Maintain inventory levels at the bar daily
- Responsible for general clean up and closing duties of bar
- Accountable for receipt and good operation at the bar

Bartender

May 2016 - Sep 2016

Great Wolf Lodge Resort - Wood Fire Grill

Help create a fun and inviting family atmosphere

- Attend to the guest and their needs
- Serve patrons at the bar and in the dining area of the restaurant
- Combine ingredients to make cocktails and drinks

Lego Engineering Instructor

Feb 2011 - Mar 2014

Play-Well TEKnologies

(3 years 2 months)

Orange County, California Area

- Teach concepts in physics, engineering, and architecture; along with facilitating children's exploration of machines and structures using LEGOTM materials.

Instructional Assistant

Jun 2004 - Nov 2010

SELPA

Provide students with specialized instruction based on their unique needs resulting from their identified disabilities
Prepare daily lesson plans utilizing a variety of specialized instructional techniques based upon the unique needs of individual students with a variety of learning needs.
Implement each student's Individual Education Plan (IEP) as it is written in accordance to the law.
Monitor individual student's progress utilizing data that reflects student performance on his or her IEP goals; adjusts instruction as needed based on analysis of the data.

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Worked one-on-one with challenging autistic students.
Assisted students with reaching milestones in their cognitive, social and emotional development
Coordinated with classroom teacher in modifying assignments and behaviors Collaborate with general education teachers, other special education teachers and related service providers.
Perform assessment duties as required. Understands and is able to administer state standardizes tests, teacher-made tests and individual and group administered academic tests.

Neurofeedback Therapist

Sep 2006 - Jul 2008

Attention, Behavior & Learning Center

Helped affected individuals modify targeted behaviors associated with ADD/ ADHD and autism

- Guided affected individuals through neurofeedback sessions to achieve their goals
- Performed diagnostic tests to gauge each affected individual's progress
- Reviewed results of tests and neurofeedback sessions with doctors
- Coached children and adults to be successful in getting the best results possible

Psychiatric Technician Assistant

Feb 2000 - Jun 2004

Fairview Developmental Center

Participate in both the planning and implementation of individual patient treatment plans

Assist developmentally disabled individuals in accepting responsibility for their own actions and making appropriate choices, being more independent in financial planning and job skills learning to provide for their own health care needs and successfully transitioning to a less structured living arrangement.

Warehouse Manager/File Clerk

Jan 1998 - Feb 2000

MPK Packaging

Managed receiving and shipping area.

Placed material in designated areas while operating a forklift. Help package material.

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Filed documents and entered data into a computer using Microsoft Windows XP, Microsoft Excel, and Access.

Skills & Specialization

Microsoft Windows XP, Progress, Law, Policies, Receiving, Materials, Access, Page 3, Teacher, Forklift, Closing, Page 2, Academic, Structured, Natural, Instruction, Physics, Written, Financial Planning, Unique, Shipping, Inventory, Microsoft Excel

Education

LearningFuze

Computer Programming, General
Irvine, CA (US)

800+ hours of intense coding in real life setting

Jun 2018 - Sep 2018

California State Polytechnic University

Computer Science

Jan 2018 - Jan 2018