

Matthew Howels

Brooklyn, NY 347 595 2921 howelsMatthew@gmail.com

[Personal Portfolio:](https://mphdev84.github.io/) (https://mphdev84.github.io/)
[GitHub Profile:](https://github.com/mphDev84) (https://github.com/mphDev84)
[LinkedIn Profile:](https://www.linkedin.com/in/matthew-howels/) (https://www.linkedin.com/in/matthew-howels/)

An enthusiastic and self motivated individual with excellent analytical, organizational and communication skills. A good team player who is efficient, reliable, honest and dedicated.

SKILLS

JavaScript, Java, HTML5, CSS, Bootstrap, Node.js, ReactJS, Google Firebase, SQL, Git/GitHub, Webpack.

PORTFOLIO PROJECTS (Non-tutorial)

E-Commerce React-App, Weather App, 'Add Employee' App, My Hangman Game

EDUCATION

University of Southampton - Southampton, England. — Graduated 2005

Bachelor of Engineering - Aerospace Engineering

Wallington County Grammar School - Surrey, England. — 'A Levels'

Math (A), Physics (B), History (B)

EXPERIENCE

Cafe Grumpy, Brooklyn NY — Barista - April 2021 - Present

DUB Pies, Brooklyn NY — Barista/Coffee Roaster - Dec 2017 - March 2020

Grey Dog's Coffee, New York NY — Busser/Caterer/Office - Jul 2008 - Sept 2017

- Developed excellent relationships with managers and fellow team members to ensure success, built professional relationships and supported a positive work environment.
- Collaborated with clients to plan event menus, budgets and venues.
- Communicated with event coordinators to ensure adequate services were provided.
- Learned every menu preparation and numerous off-label drinks to meet all customer needs.

Lloyds TSB Private Banking — Private Banking Manager's Assistant - Jan 2007 - Nov 2007

- Responded to customer concerns and questions on a daily basis.
- Produced and mailed monthly statements to customers and assisted with related requests for information and clarification; carrying out a range of clerical and data entry duties related to High Net Worth portfolio administration.
- Completed timely and efficient administrative functions, including receiving and sorting mail, preparing packages for delivery and scanning documents.

Jardine Lloyd Thompson — Pensions Administrator - Sept 2005 - January 2007

- Performed general office duties, including answering multi-line phones, routing calls and messages and greeting visitors.
- Provided logistical support for programs, meetings and events, including room reservations, agenda preparation and calendar maintenance.
- Compiled annual pension scheme renewals and accounts for Advisors/Trustees.