

Matthew Russell Henderson

•Current Address: 1603 Stonecrest Dr. Kearney, MO 64060

•Permanent Address: 1603 Stonecrest Dr. Kearney, MO 64060

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Summary of Qualifications

The ability to communicate clearly and effectively by email, verbally, with lists and phone messages, along with being on the phone. Highly adept assessing occurring problems while resolving effectively and efficiently.

Education

Bachelor of Environmental Science emphasis Atmospheric

Anticipated Graduation: May 2022

University of Missouri

Columbia, Missouri

Minor: Geography

High school Diploma

Graduated: May 2018

Kearney High school

Kearney, Missouri

Work Experience

Marina Attendant *Clay County Parks Department*, Smithville, Missouri Spring/Summer 2018, Summer 2019

- Full-time customer service rep in a high-volume recreation center
- Verified cash drawers, safes, and transaction of company money during opening and closing hours
- Computed and transferred sales data onto the computer using Microsoft Excel for further analyzation by peers
- Collaboration with leading team members on effectively and safely running store operations while overseeing the public

Volunteer experience

MoDOT Adopt-A-Highway, *Highway 33*, Kearney, Missouri

December 2012 - December 2014

- Cleaned garbage out of ditches in order to better the environment and local habitats
- Preserve a cleanliness image for the town of Kearney Missouri