

# Matthew S. Petrower

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Diligent 2018 Information Systems Engineering graduate with four years of corporate administration and over three years of retail/food service experience. Strengths include excellent organizational, interpersonal, and detail-orientation skills in team-based environments. Described by managers as hardworking, cooperative, and dedicated. Continuously worked throughout university studies.

## PROFESSIONAL EXPERIENCE

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### **Robert Half** • Stamford, CT

Temporary Associate (February 2019 – Present)

- Assigned to an international travel company as a QA Specialist
- Analyze and update financial documents for accuracy
- Perform Client Account Management services including travel bookings and QA resolutions

### **The McIntyre Group** • Norwalk, CT

Temporary Associate (June 2015 – February 2019)

- Handled various long-term administrative assignments in the Consumer Products, Financial Services, Consulting, Real Estate, and Media industries
- Responsibilities included:
  - Analyzing documents and spreadsheets
  - Data entry and organization
  - Scanning documents and designing PDFs
  - Quickly adapting to new environments
- Each assignment lasted from several days to over a year

### **Cosi Restaurant** • Stamford, CT

Barista (July 2012 – July 2015)

- Assisted customers as both a cashier and server
- Made many different beverages ranging from lemonade to lattes
- Often recognized by customers for being exceptionally accurate and friendly

### **Bed Bath & Beyond** • Stamford, CT

Sales Associate (Summers 2010, 2011)

- Assisted customers as a cashier
- Organized and stocked shelves
- Received positive feedback from customers for being helpful and kind

## EDUCATION

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### **Bachelor in Applied Science** • American Business & Technology University • online program

- Major: Information Systems Engineering (August 2018)

### **Associate in Science** • Norwalk Community College • Norwalk, CT

- Major: Computer Science (May 2015)
- Smartphone App Development certificate

## SKILLS

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- **Microsoft Office applications:** Word, PowerPoint, Excel, Publisher, Outlook
- **Programming languages:** Java, Visual Basic, HTML, SQL, PHP, XML, JavaScript
- **IDEs:** NetBeans, Eclipse, Android SDK plugin for Eclipse, Visual Studio, Xcode
- **Miscellaneous software:** Oracle SQL Developer, Apache Tomcat, MySQL, Adobe Photoshop, FL Studio, LMMS, Audacity, Windows Movie Maker