

Matthew Walker

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PROFESSIONAL EXPERIENCE

RSV Pools

Gaithersburg, Maryland

Manager

May 2013 - Present

- Manage staff, preparing work schedules and assigning specific duties.
- Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary.
- Interface directly with the Board President.
- Direct responsibility for maintenance of the pool pump room, maintaining proper PH and acidic levels.
- Review reports with Montgomery County Inspectors for proper pool maintenance.
- Schedule employees work shifts.
- Ensure pool deck, restrooms, and office was in proper working order and condition.
- Receive pool of the week award for maintenance and cleanliness.
- Direct interface with the public, selling memberships, logging in pool members and their guests.
- Review policy and procedures with staff.
- Administer first aid and CPR when needed to pool patrons.

American Pools

Columbia, MD

Assistant Manager

May 2012 - September 2012

- Managed onsite staff.
- Managed employees.
- Interfaced directly with the president of the board for the pool.
- Direct responsibility for maintenance of the pool pump room, maintaining proper PH and acidic levels.
- Review reports with Montgomery County Inspectors for proper pool maintenance.
- Ensured pool deck, restrooms, and office was in proper working order and condition.
- Direct interface with the public, logging in pool members and their guests.
- Reviewed policy and procedures with staff.
- Administer first aid and CPR when needed to pool patrons.

Montgomery Village Foundation

Montgomery Village, Maryland

Lifeguard

May 2008 - May 2012

- Maintenance of pool deck and restroom areas.
- Surveillance of pool deck for hazards and safety for all patrons.
- Administer first aid and CPR when needed to pool patrons.

Safeway
Gaithersburg, Maryland

Cashier

December 2009 - December 2012

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Greet customers entering establishments.
- Answer customers' questions, and provide information on procedures or policies.
- Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- Stock shelves, and mark prices on shelves and items.
- Assist with duties in other areas of the store, such as the floral department, bagging and carrying out customers' items.

EDUCATION

University of Maryland Baltimore County
Catonsville Maryland

Graphic Arts Candidate

Anticipated graduation May 2016

GPA 3.2