

MATTHEW BANOL

MOBILE

+1(407) 802 - 6338

EMAIL

precocious@protonmail.com

My objective is to leverage customer service skill, creatively, as an admin partner or customer service representative.

EXPERIENCE

SHIFT SUPERVISOR

Taco Bell
Orlando FL
2017

Interpersonal responsibilities included, creating opportunities to surpass sales quota, via personalization of customer experience and convenience, (customizing orders for taste and affordability of consumer budget) as well as leading a team of five to eight, for an eight hour shift, five days a week.

Technical daily responsibilities included managing and organizing tasks, roles, sales, as well as, taking orders, performing transactions, packaging and producing food and beverage items, handling, tracking inventory daily, cleaning workspace, appliances, bathrooms, store lobby, store front, while practicing all merchandising, stocking and health, safety and sanitation protocols.

BARISTA

Starbucks Corporation
Cutler Bay FL
2015-2016

Interpersonal responsibilities included engaging with clientele, recognizing needs, and recommending products to enhance experience while meeting sales objectives. Further assignments included performing demonstrations and exchanging supportively with peers to cultivate a culture of empowerment.

Technical daily responsibilities included taking orders, performing transactions, memorizing recipes for beverages, producing said beverages, heating, handling, tracking inventory daily, cleaning workspace, bathrooms, store lobby, store front, while practicing all merchandising, stocking and health, safety and sanitation protocols.

OFFICE ASSISTANT

South-Dade H.S.
Homestead FL
2012-2015

Key responsibilities included indexing, tracking, and editing documents electronically, utilizing Microsoft Office and proprietary accounting software for the entry and amendment of data on private records, as well as copying and revising letters, notices and agreements.

EDUCATION

VALENCIA COLLEGE

Orlando FL
2017-2019

Associate Degree in Science
Computer Programming and Analysis

LANGUAGES

ENGLISH

SPANISH

PROFESSIONAL SKILLS

WORD



POWERPOINT



EXCEL



HTML



SUPPORT



SALES



DATA ENTRY



MANAGEMENT

