

Matthew J. Amendola

9 Drake Drive, Oil City, PA 16301

(814) 673-9231

amen75dola@gmail.com

Objective

Highly professional individual with an eclectic and professional work history looking to obtain a full time position with your company. Possesses the ability to motivate, mentor, inspire and empower others and self in order to maximize efficiency and achieve goals. Aiming to use my proven leadership, customer service, team-work, and communication skills to effectively fill the vacant role in your company.

Education

Slippery Rock University, Slippery Rock, PA 2001-2005 *Bachelors of Science – Elementary Education*

Edinboro University, Edinboro, PA- 2005-2007 *Masters of Science – Reading Instruction*

Skills/Experience

- Ability to successfully meet deadlines in a timely manner with little-to-no supervision with a genuine desire to achieve, excel and evolve
- Ability to efficiently and accurately learn and utilize multi-faceted software
- Maintaining clean and safe working environments while optimizing space utilization
- Experience leading and motivating self/others while recognizing when to work in a team
- Contributes to a team effort by accomplishing related results as needed
- Advanced computer and keyboarding skills combined with excellent record keeping
- Willingness to learn and accept new roles/duties as assigned
- Combined patience, determination, and persistence to troubleshoot issues
- Skilled at evaluating options and generating solutions
- Willingness to learn and accept new roles/duties as assigned
- Combined patience, determination, and persistence to troubleshoot issues and resolve them
- Maintaining clean and safe working environments while optimizing space utilization
- Proficient in completing inventory cycle countingEnsured all outgoing materials, packaging, process documentation and shipping documents meet customer requirements
- Receive and process warehouse stock products (pick, unload, label, store)
- Ability to efficiently and accurately work with multi-faceted inventory management software
- Familiarity with modern warehousing practices and methods
- Proficiency in Global Shop Solutions, ERP Software
- Ability to safely operate a forklift to move parts or load/unload delivery trucks
- Provides superior customer service by communicating clearly and professionally

Matthew J. Amendola

9 Drake Drive, Oil City, PA 16301

(814) 673-9231

amen75dola@gmail.com

Employment History

- **Instacart, Full Service Shopper**, Woodlawn Heights, PA, 2019-Present
Personal shopper providing same-day delivery of everyday essentials and fresh groceries while maintaining clear and concise communication with the consumer. Selecting superb quality of goods and replacing items as necessary while being mindful of customer requests, as well as safe and timely delivery.
- **Roser Technologies Inc., Inventory Clerk**, Titusville, PA, 2013-2020
Regularly analyzed on-time delivery performance, inventory accuracy, efficiency, and total costs to ensure the supply chain was optimized. Championed regular inventory meetings, exceeded previous years' expectations set for inventory control, improved and conceptualized precursory inventory guidelines while partnership with multiple vendors were maximized to meet overall vision.
- **Pathways Adolescent Center, Educational Director**, Oil City, PA 2010-2013
Established, evaluated, and revised curriculum for at-risk youth serving time in an adolescent correctional facility. Instructed, advised and mentored students in a private housing unit where personal plans and goals were created for each juvenile. Worked collaboratively with an interdisciplinary team to encourage and develop positive life skills and decision making.
- **Oil City Area School District, Educator, Football Coach**, Oil City, PA, 2005-2010
Created, prepared, adapted and instructed lesson plans according to students' needs. Calculated student progress and presented results to parents, guardians, counselors and administrators to encourage student behavior and growth. Designed weekly game plans and coordinated meetings with fellow coaches to prepare for games. Supervised daily practices and game day coaching for athletes. Shaped and sustained a healthy positive relationship with student-athletes.