

# MATTHEW AARON LEWIS

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Objective: Become a member of your company's team and quickly develop into the essential employee.

## EXPERIENCE

### SEPTEMBER 2017 – PRESENT

#### VARIOUS TITLES/ROLES, KELLY SERVICES (ON SPECIAL PROJECT AT INTEL CORP.)

Ensuring logistical support for engineers and support staff. Coordinating with Intel staff and ordering parts, building tool kits and staging parts. In other capacities I helped manage delivery teams with storage of product and test lots. My first role included delivery of products and training new team members. I was also chosen for special assignments based on previous performance. Supervisors appreciate my work ethic.

### AUGUST 2012 – PRESENT

#### SPECIAL EVENTS DIRECTOR, SSP FOUNDATION (PART-TIME/VOLUNTEER)

Create, write and edit newsletter; reach out to community businesses for tax-deductible donations; assist in the creation and development of educational and community programs offered; as well as the partnerships forged as a result. Initially, I was brought on the team due to my Journalistic skills so I could assist with community outreach. My role eventually morphed to include a little bit of everything. I help fundraise, foster partnerships between local business/government and education centers around the Phoenix-metropolitan area and more. I've mentored, spoken as a guest speaker and more. These students help me see the World from a different perspective, and for that I'm grateful.

### JANUARY 2017 – MAY 2017

#### DOCUMENT PREPERATION/DATA ENTRY, MANPOWER/J.P. MORGAN CHASE

Entered data via computer while assuring accuracy and speed of information input into the system. I also helped scan documents and file paperwork as part of the Balancing & Encoding division. On one special assignment I was chosen to serve as team lead for a problems-and-solutions brainstorm session and meet with senior management to discuss our findings.

## EDUCATION

### B.A. JOURNALISM, MINOR: GEOGRAPHY, THE UNIVERSITY OF ARIZONA

Leadership and Service Award & Vice President of two Journalism academic organizations. Served as note-taker for Disability Resource Center and as a peer-mentor in a Science course. Made Dean's List (1 Semester). Course work included: General education science courses (e.g. Physics & Chemistry); Journalism and Geography courses and courses in the purview of the Social and Behavioral Sciences college.

## SKILLS

- Professionalism
- Gumption (drive to perform above expectations)
- Communication (written & verbal)
- Teamwork
- Aptitude in developing new skills
- Meeting and surpassing deadlines/duties

## ACTIVITIES/CERTIFICATIONS

Certified in programs including: Adobe Suite of programs, Microsoft Office programs and Final Cut Express. I served as Secretary for the Phoenix Young Alumni chapter for the University of Arizona. Outside of work, I would volunteer with a local non-profit called the SSP Foundation and primarily focused my talents with the S.T.E.M. and robotics programs. Our organization helped students and families in the Title 9 neighborhoods of Chandler, AZ with Science, Technology, Engineering and Math (S.T.E.M.) education. I would help mentor students and help forge partnerships with Arizona State University and the U.S. Navy for our robotics and S.T.E.M. programs. I'm also not a terrible golfer.