

MATTHEW MUSNI
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OBJECTIVE

Searching for a challenging career that will utilize my extensive education and work experience.

EDUCATION

Wyotech Technical School

2005-2007 Fremont, Ca

Associate of Applied Science Degree

With an overall G.P.A. 3.80

Awards: Wyotech Honor Roll Award and Professionalism Award.

PROFESSIONAL EXPERIENCE

Pro Park

2011-Present Google Mountain View, Ca

Assistant Account Manager

Supervise 40+ employees and ensure that all Site and Company operations are adhered to
Train employees in the various operations of the site and customer service, as well as Company
Policy and Procedure

Create weekly employee schedules, maintain staffing levels in accordance with the operation of
the site

Screen and interview job applicants and assist the Human Resources Department in processing
new hires and ADP payroll

Organized paperwork and Completing Labor hours ,Daily Reports, keys and tickets
spreadsheets.

Provided excellent customer service by first and last impressions

Supervise 18 shuttle drivers to service Google campus.

All About Parking

2010-2012 San Carlos, Ca

Valet / Personal Driver

Trained and experienced valet; professional skills; excellent service reliable, dependable.

Provided customer care and personal driver.

Helped the Elderly at Vi Hyatt in Palo Alto

Wheelchairs, walkers, etc
Hosted private and public events.
Managed hotel, retirement home and restaurant valet.

Piercey Toyota

2009-2010 Milpitas, Ca

Lube Technician

Performed maintenance procedures such as oil changes, transmission flushes, tire.

Changes, as well as diagnosing repair problems.

Repairing and installing damage vehicle parts.

Driving customer vehicles for test drives as well as customer service

Inspect customer vehicles brakes and suspension and exhaust systems and repair.

Carmax

2007-2008 San Diego, Ca

Automotive Technician

Utilized my skills to diagnose the different sources of automotive problems swiftly and accurately.

Vehicle damage repair estimates, repairing broken or worn mechanical components.

Maintained repair and service records, installing equipment, components and systems.

Repaired electrical wiring, circuits and fixtures, maintained shop in a safe and orderly manner

MiraMar Volkswagen Audi

2007-2008 San Diego, Ca

Lot attendant/Valet Attendant

Parked customer cars in the assigned area.

Maximized the use of space and maintaining the dealership lot.

Inspected cars coming in and out of dealership.

Test drove, shop helper and car washer.

Greeted customers making sure they get the right service.

Best Buy, Installation Car Electronics

2006-2007 Milpitas, Ca

Electronic Installation Technician

Installed and integrated the audio systems into various domestic and foreign vehicles.

Developed new procedures to help finish projects in a timely, efficient manner.

Led and facilitated fellow employees on installation projects and diagnoses.

Specialized in the knowledge of the products offered in best buy electronics.

2004-2006 Union City Ca

Quiznos Sub

Main cook, sandwich maker.

Cashier , Greet and take care of customers.

Cleaned, moped, sweep, maintained restaurant.

Opened and closed restaurant.

Delivered food to customers.

Wyotech Technical, Auto Shop

2005-2007 Fremont, Ca

General Car Mechanic

Coordinated with fellow associates on projects involving basic engine management systems.

Diagnosed and repaired drivetrain systems in various automotive vehicles.

Assessed vehicle chassis frames in wheel bearings, brake system, suspension, etc.

Monitored advanced automotive diagnostics and smog certification.

Mastered in the installation of performance mechanics and electronics.

2005-2007 San Jose, Ca

U-haul, Operations and Management

All-Around Laborer / Lot Attendant

Responsible for the dispatching and assigning of rental vehicle placement.

Practiced a high standard of customer service for visitors and customers.

Instructed customers on the use of all the u-haul vehicles and general tools.

Communicated with drivers and other dispatchers from all around the Santa Clara area.

Maintained all of the u-haul rental and staff vehicles i.e. tune-ups and routine engine checks.

ACHIEVEMENTS

Bar State Certified in: Engine performance and advanced automotive emissions systems.

ASE certified in refrigerant recovery ,recycling , brakes and engine performance.

Certificate of completion in Snap-on scanner (MT-2500) and DSO Vantage

REFERENCES

Available Upon request