

MATTHEW MIDELKA

North Hollywood, CA 91601 | (747) 347-5995 | matthewmidelka@yahoo.com

Professional Summary

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Looking to seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Skills

- Teamwork and Collaboration
- Attention to Detail
- Adaptability and Flexibility
- Clerical skills
- Product and service understanding
- Time Management
- Multitasking Abilities
- Data Entry
- Customer Service
- Email and Telephone Etiquette

Work History

Kitchen Volunteer

Cri-Help – North Hollywood, CA

- Upheld a safe working environment by adhering to established safety protocols and reporting any hazards or incidents promptly.
- Maintained a clean and sanitized workspace, following strict hygiene guidelines to ensure food safety.
- Developed strong communication skills while collaborating closely with diverse team members on daily tasks and special events.
- Enhanced kitchen efficiency by prepping ingredients and organizing workstations for cooks.

Data Collector

Interview Services of America – Van Nuys, CA

- Achieved a high degree of accuracy in all collected data by cross-referencing information from various sources.
- Maintained strict confidentiality with sensitive information, adhering to organizational procedures and industry norms.
- Continuously updated personal knowledge base with latest technological advancements related to the field of Data Collection.
- Enhanced data accuracy by conducting thorough field research and collecting precise data points.

Kitchen Staff Member

Pacifica House – El Segundo, CA

- Maintained a clean and organized workspace, adhering to strict hygiene standards for optimal food safety.
- Maintained clean, trash-free workspaces to maximize productivity and safety.
- Cleaned and sanitized dishes and utensils, consistently keeping adequate supplies on hand for expected customer loads.
- Contributed to positive workplace culture through strong teamwork, open communication, and a commitment to excellence.
- Followed proper handling and sanitation procedures to comply with food safety standards and protocols.

Dispatcher

Security Paving – Sun Valley, CA

- Operated and monitored fire alarm and security CCTV systems to maintain building safety.
- Leveraged two-way radio or telephone to dispatch security officers or other personnel.
- Reduced false alarms by accurately verifying alarm activations through CCTV monitoring and communication with site personnel.
- Enhanced security response times by efficiently dispatching officers to incidents and alarms.
- Operated multi-line telephone system, prioritized calls and initiated appropriate action based on incident type and importance.
- Maintained accurate records of dispatched calls, ensuring timely follow-up on pending issues and seamless shift transitions.

Telemarketer

A1 Solar – Van Nuys, CA

- Managed a high volume of calls daily while maintaining professionalism and efficiency.
- Answered calls, took messages, and transferred calls to correct individuals.

- Completed daily cold calling and outreach to build sales pipeline.
- Generated new leads through targeted cold calling efforts, expanding the company's client base.
- Informed current and prospective customers of promotions and new or upgraded products.
- Answered questions about company offerings with knowledgeable responses about products and services.