Mattyson D. Darling

675 Lubeck Road  Cell phone*: 304-916-2877*

Washington, WV 26181 Email: mattysondarling@gmail.com

**EDUCATION**

**West Virginia University of Parkersburg** 8/20-12/22

Associate degree in criminal justice

**EXPERIENCE-**

**Kroger** Belpre, OH Salesclerk-Liquor Department 5/22-Present

* Assist customers in find product
* Complete money transactions
* Answer multiline telephone
* Run both instant and online lottery transactions

**HRDF, Youth Program** Parkersburg, WV

Interviewer Intern – Workforce WV 3/2019-3/2020

* Updating accounts
* Enrolling new customers
* Referring customers for specific jobs
* General Customer Service

**SW Resources –** Parkersburg, WV

Assistant - SW Resources Graphics Department 6/2016-11/2021

* Answering multi-line telephone
* Filing, scanning, faxing
* Customer Service
* Assisting with inventory

Assistant – SW Resources Clerical Department

* Customer Service
* Monitoring logbook, issuing visitor badges
* Keeping a clean and organized work area

**Trainings and Certifications**

Drafting and Robotics Courses, Easy- C, Revit, Autodesk, Inventor, AutoCAD, Microsoft Office Programs Microsoft Word, Excel, PowerPoint, and Publisher, Outlook, Google Docs, Sheets, Slides, Adobe PDF Reader, Photoshop, Illustrator, InDesign, Corel, Sage products. **Accomplishments**

National Technical Honor Society

Mattyson D Darling

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**References**

**Ashley Holbert**

Part-time Circulation Clerk

 South Parkersburg Library

6125 Pike Street

Parkersburg, WV 26101

Email: ashleytholbert25664@yahoo.com

Phone: 304-588-3153

**Andrew Walker**

Professor at WVUP

WVU Parkersburg

300 Campus Drive

Parkersburg, WV 26104

Email: wwalker1@wvup.edu

Phone: 304-424-8000 ext. 429

**Logan O’Donell**

Part-time Alcohol Salesclerk

Kroger

[917 E State St](https://www.google.com/maps/search/?api=1&query=Kroger%20917%20E%20State%20St%20Athens,%20OH%2045701)

[Athens, OH 45701](https://www.google.com/maps/search/?api=1&query=Kroger%20917%20E%20State%20St%20Athens,%20OH%2045701)

Email: ld26418@ohio.edu

Phone: 740-440-0845