



MATTHEW MARTI

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PROFESSIONAL SUMMARY

With my skills i provide a warm welcoming approach, and I'm always looking to help customers get the best assistance they need so they can feel comfortable with the companies service and gain trust withing any organization, so they are always willing to come back for more and share that experience with others as well giving people a big trust within any organization so that the company can progress while I give customers the best assistance that is properly needed.

SKILLS

- Good communication skills
- Good organization skills
- Good customer service skills
- Good material handling skills
- Good at keeping track of documents
- Good computer skills

EXPERIENCE

Receptionist August 2022 - September 2023

Money Penny | Duluth, Georgia

Taking good quality customer service calls in a bubbly and polite manner, Working with different clients gathering basic information from clients or patients so they can get the assistance they need from majority of different companies while working in a fast paced environment.

Customer Service Representative/Production/Operator November 2019 - January 2022

KGM Technologies | Lilburn, Georgia

Answering order customer service calls for negotiation of the sale & order taking for suppressors. Running production line of suppressor's for firearms in a organized fast paced environment while keeping track of quality and quantity control.

Production Worker/Machine Operator February 2018 - August 2019

CMG | Norcross, Georgia

Machine Operator/ Production worker in charge of order processing and quality and quantity control in a timely manner .

Production Worker April 2017 - January 2018

Americold | Gainesville, Georgia

Order preparation of organized product in a fast pace environment while keeping track of quantity.

Stacker

May 2016 - March 2017

Lanier Cold Storage | Gainesville, Georgia

Load/Unload product off trucks in a steady paced environment to be stored in a freezer until process for shipping is complete.

EDUCATION

High School

May 2017

Flowery Branch High School, Flowery Branch, Georgia

LANGUAGE

English

Fluent