Matthew Leisy

Objective

Detail-oriented and organized employee. A great listener and hands-on worker when it comes to the job duties that need done.

Skills

Customer support
Punctual
Organization
Flexible
Quick learning
Adaptable

Contact

mleisy85@gmail.com

234-650-8620

Education

KENT STATE UNIVERSITY Canton, OH

STARK STATE COLLEGE Canton, OH

TUSLAW HIGH SCHOOL Massillon, OH

Experience

DOORDASH - DELIVERY DRIVER

Pick up and deliver food orders placed at restaurants. Manage time to safely pick up and deliver within specified time window.

STARK PARKS - VOLUNTEER

Assist with booth operations at public events. Hand out park information brochures and answer questions about local parks. Assist with operations of general facilities, such as visitor centers. Plan and organize public events at the park.

ANYWHERE COMPUTER CARE - TECH

Remote and on-site monitor, maintain, repair, and set up computer, phone, and network infrastructure. Provide helpdesk support for computer issues. Keep computers up to date with latest security and windows updates.

MOD SQUAD - WEB DEVELOPER, CUSTOMER SUPPORT, SOCIAL MEDIA MANAGEMENT

Create and publish engaging content on various social media platforms. Analyze and assemble weekly statistics reports of social media engagement. Manage, maintain, and customize WordPress websites. Perform and direct website updates. Determine system performance standards. Provide general and technical customer support via phone, email, and chat.