

MATTHEW CODY DUNKIN

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OBJECTIVE

A cooperative education position in the Business Administration field where I can utilize my leadership, communication, and excellent time management skills while gaining additional professional experience.

EDUCATION

College of Mount St Joseph, Cincinnati, Ohio 2015
Bachelor of Science in Business Administration
Deans List Spring 2011
GPA- 3.3

EMPLOYMENT HISTORY

Fence Installer- Colonial Post and Fence Summer of 2012
Mt. Orab, Ohio

- Installed many different types of fencing
- Operated equipment and transportation vehicles
- Completed fencing projects on time to satisfy the customers
- Worked with a team of co-workers
- Maintained equipment and tools so they were ready for the work site
- Problem solved on work site when problems came up so work could continue
- Lifted and moved heavy materials including many bags of 80lbs daily

Ground Maintenance Worker – Napier Ground Maintenance 2010-2011
Georgetown, Ohio

- Operated mowing equipment and transportation vehicles
- Completed projects in a timely manner to meet strict deadlines
- Organized and maintained equipment and tools
- Worked with customers to achieve the desired outcome
- Problem solved and planned various projects

