**Matthew Janiga**

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**EDUCATION & CERTIFICATIONS**

Bachelor of Arts, Major: Business Marketing/Management – Felician College August 2014

Seton Hall Preparatory High School

Lifeguard, CPR/First Aid and AED Certifications

**WORK EXPERIENCE**

**Front Desk Support Staff**

**Allstate Agency 2013**

For three months I answered and redirected phone calls, filed paperwork, greeted walk-in customers and assisted the office’s five employees with typical day to day responsibilities. While at Allstate I learned the importance of good communication skills in order to complete a task with precision.

º Customer Service and Communication skills.

**Apprentice to Mason’s Union**

**New Jersey Local 4 Bricklayers Union 2010 - 2011**

Over the course of six months I completed an apprenticeship training program with the New Jersey Local 4 Bricklayers Union. Here I learned the basic skills of construction, including working with concrete, brick and blocks.

º Attention to detail.

**Lifeguard & Swim Instructor**

**Multiple Employers 2001 - 2010**

Throughout high school and college I have worked multiple lifeguarding jobs at many different establishments. During this time I also worked as a swim instructor, teaching children water safety and the basics of swimming. To qualify for this work, I first obtained my CPR/AED, First Aid and Lifeguard training certifications. Throughout my employment I developed the ability to explain, demonstrate and clarify the guidelines to others.

º Valuable safety training and first aid experiences.

º Developed the ability to react quickly and calmly in emergencies.

**VOLUNTEER EXPERIENCE**

**Meals with a Mission**

**Garfield, New Jersey 2013 - 2014**

I helped cook and prepare food and bagged lunches to be distributed to school children and soup kitchens throughout the N.Y. metropolitan area. We were able to accomplish this by using an assembly line technique and coordinated teamwork.

**Habitat for Humanity**

**West Virginia 2004**

During my stay in West Virginia I worked on a project helping needy families construct their own home. My tasks included putting up the frame of the house and the roof trusses, as well as painting the completed home. I learned a great deal about construction, working with my hands and I realized that I enjoy giving back to the community.