

Matthew Bravo

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Objective

- To implement knowledge and real world experience from engineers in the civil industry.

Education

- California State Polytechnic University – Pomona, CA. (June 2013 – June 2019)
- Major: Civil Engineering with an emphasis in Water Treatment.

Work Experience

Notary, Hartford Escrow - Montclair CA. (January 2018 to Current)

- Witnessed the signing of important documents and administered oaths.
- Transported documents from escrow offices to mortgage and loan banks.

Proctor, CFA Institution - Charlottesville VA. (September 2013 to Current)

- Inspected for proper forms of identification upholding high levels of security
- Supervised 56 candidates and monitored composed security report to section lead.

Sales Associate, PYS – Chino, CA. (June 2016 to June 2018)

- Coordinated a time effective schedule with the supervisor to deliver between approx. 125 to 2500 products daily.
- Created spreadsheets for requested store transfers.

Sales Associate, Hot Topic - Montclair CA. (September 2014 to January 2015)

- Stocked new inventory and arranged shipment arrivals daily.
- Assisted customers and averaged \$500/day in sales during part time shifts.
- Implemented suggestions to store manager of new pop culture advertisement.

Volunteer Experience

Distributor, Saint Vincent De Paul - Pomona CA. (September 2011 to Current)

- Assembled 100 food and care packages of necessities for the homeless.
- Organized and kept distribution center sanitized up to code.

Skills

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|-----------------|-----------------|-------------------|
| • Photoshop CS3 | Typing – 58 WPM | Adobe Illustrator |
| • AutoCAD | Micro Station | Civil 3D |
| • WaterCAD | Synchro 7 | |