

Matthew Chaltin
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(630)217-0641

EDUCATION

Benedictine University, Lisle, IL
Bachelor of Business Finance 2017

Elgin Community College, Elgin, IL
Received Associates Degree in May of 2015

Experience

- Handled over 30 different accounts.
- Grossed \$30k in sales per month.
- Supervised multiple million dollar accounts.
- Communicated directly with customers and manufactures.

EMPLOYMENT

C.E.D/Efengee Electrical Supply

Inside Sales 7/2017-Present

Strategized for high level purchasing and pricing. Coordinate orders with warehouse/manufacturer to ensure delivery commitments.

Under Armour, Aurora, IL

Sales Associate/Freight Team (8/1/2015-2017)

Responsible for delivering positive customer service as well as received and back stocked approximately 100 items per hour.

Fox Valley Fitness, Geneva, IL

Sales/Weight room attendant (10/1/2014-6/1/2015)

Provided customer service to prospective and current members, as well as processed membership applications which included confidential information.

Seafari Springs, Hanover Park, IL

Concession Stand Manager (6/6/2013 – 6/1/2015)

Delivered great customer service and a fun experience for families. As well as purchasing food and receiving shipments of up to 200 units at a time.

Concord Marketing Solutions, Glendale Heights, IL

Receiving/ Special Projects (12/29/2012 – 3/15/2013)

Receiving and counting all products that came through the warehouse as well as keeping the warehouse clean and organized.

COMMUNITY SERVICE

Friends of Jaclyn Foundation- Foundation that pairs collegiate athletic teams with children with brain tumors. (Involved with the Matthew Erickson family)

Eric & Kathy 101.9 36hr Radiothon for Lurie's Children Hospital- Two years, handled the phones to take pledges from callers. Helped raise over \$1,000,000. Representing Erickson Family.

Hanover Park Town Recycling- Recycled over 10,000 items of electronic waste. (3 years)

REFERENCES

Lynne Schrott

Benedictine Career Development Coordinator

lschrott@ben.edu

(630)829-6038

Robert Rebman

Accounting Instructor

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(630)829-1939

Sean Harrington

ESPN Broadcaster/Coach

(217)840-1170