

**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](mailto:lschrott@ben.edu)

(630)829-6038

**Robert Rebman**

*Accounting Instructor*

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**Sean Harrington**

*ESPN Broadcaster/Coach*

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