



# Matthew R. Noble

[ 3 SWAN VIEW COURT PATCHOGUE NY 11772 | 631 627-6266

**OBJECTIVE:** To achieve employment within the field of customer service and to use my expertise in this field to contribute my efforts to your company.

**PROFILE:** I am a firm believer in the motto of "The customer is always rite" I feel this is perhaps the single most important aspect of any vocation in the field of customer service. I have over 5 years of experience being an assistant store manager for McDonalds and therefore know all the correct ways to keep a customer of any business satisfied and willing to come back to help flourish the company with another purchase. As a manager, I also know that the main concern of any customer related field is the customer and their health that is why safety and security are the two major procedures to concentrate on. You will find from my former supervisors that I am an asset to any team. Thank you for reviewing my resume and considering me for employment.

## **EDUCATION**

1. Suffolk County Community College. 2006-present.  
Liberal Arts degree in progress
2. Patchogue Medford High School  
Class of 2006. Graduated.

## **REFERENCES**

1. Eileen Shapiro. 631-506-6600
2. Rich Foley 631-834-0024
3. Jackie Lewis 516-524-8303
4. Colin Hogan 631-355-2609

## **WORKING EXPERIENCE:**

### **Second Assistant McDonalds Manager, Tri-Mac Enterprises, Centereach N.Y 2008-2010**

As a Salaried McDonalds manager for this company, I was in charge of quite a few different areas. I am a firm believer in planning ahead. I always came in at least 30 minutes early to check out the condition of the store to make sure when I took over the shift, that every customer received their best dining experience in my store. Aside from running shifts I also had other tasks I was in charge of. Examples include: Generating the crew schedule, Inventory, End of the month sales reports, Daily store reports, Promotional point of sales, Ensuring all employees follow corporate guide lines, and most importantly providing a safe environment for both the customers and employees. If you have any questions, please contact Rich Foley whose information is listed above. Salary upon leaving: \$575.00 per week.

## *Matthew R. Noble*

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### *Second Assistant McDonalds Manager, Hunt Enterprises McDonalds, Coram NY 2006-2008*

When first promoted to salary Manager, I had many things in which I had to be accountable for. As a new manager, I was evaluated once a month. My supervisor was very pleased with the progress I had made. I was in charge of running the floor, the kitchen, the drive thru, and the front counter. My main priority was to run the shift successfully, however there came a time where that was not enough for me and I wanted to further my knowledge of management and asked my supervisor to teach me how to not only manage the employees but as well manage the point of sales and manage for profit. When running shifts, my main goal was to provide a safe environment for all customers so that they would want to return to the friendly and safe environment which therefore increases the average customer check. If any questions arise, please contact Jackie Lewis her information can be found on the first page of my resume. Salary upon leaving: \$525.00 per week.

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### *Manager Trainee, Hunt Enterprises McDonalds, Coram NY 2006.*

When I completed high school, I was offered the position of manager trainee. Or, A hourly supervisor. I decided to take it. At first it was a difficult task to balance college and a full time job but I am someone who gives my all to my work so therefore, I made work my main focus. As a manager trainee I was to be supervised for two months so that my supervisor knew that I made sure all late night crew followed procedures from the company. My supervision only lasted 3 weeks and it was determined that I was a strong manager and was promoted to an assistant store manager.

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### *Bar tender, Bar back, Public Relations. Bunk House, Sayville NY 2006-2011*

The bunk house was a part time job for me. I learned how to bar tend and bar back and worked the weekend shifts. The patrons where always glad to see me because I made them each feel that they had somewhere safe to go and provided excellent service so that they would come back. The owner also noticed that I was very good with computers, so I also managed the bars social network web sites as well as made all the advertisements. Sadly, the building has been knocked down. Any questions, please contact Eileen Shapiro or Colin Hogan whose information is provided on page 1.