

Matthew Zbihlyj

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Summary

I'm a hard working, enthusiastic person who strives for perfection in everything I do. I'm excellent at solo work, I can keep to myself and get it done; equally in teams I'm great at organising skillsets and getting the project finished with the best possible outcome. I'm a natural with people, I'm very charismatic; I've had training in customer management and my references should confirm this. I'm a whizz when it comes to PC's (I've even built my own) and I'm very fluid with paperwork and hands on activities.

Experience

Assistant Manager, Coral Racing Ltd.

January 2014 - present (Full-Time)

- I'm an assistant manager currently and have been for a few years. I progressed from a cashier within 3 months and got promoted to a higher hour contract within a year.
- I deal with money, safes and have the responsibility of managing, opening and closing the stores around Gloucester and Cheltenham.
- I have to work with the store manager to hit KPI's, store targets and strive to have the best results of our area.

Freelance Graphic Design, Saja Taekwondo / A.G.L Fitness & Combat

February 2016 - March 2016 (Contract Work)

- I was asked to create a new innovative look for each company and came up with multiple designs for each.
- I worked with each client to ensure changes were made at their discretion until their wishes were fulfilled.
- The logos are now being used for all official pages/merchandise.

Freelance Graphic Design, Tungum Ltd

August 2013 - February 2014 (Contract Work)

- I redesigned any commercial booklets and brochures to suit the needs of the company.
- I modified documents that were sent out worldwide to multiple clients within the tubing industry.

Restaurant Staff, Greenways (Highfield Garden World)

February 2010 - August 2012 (Part-Time)

I worked in Highfield Garden World restaurant, *Greenways* part time whilst at sixth form.

- Learning all of the basic skills from cleaning to making drinks and serving food (hot and cold).
- Was trained with staff policy and safety regulations ranging from burn safety to liquid spills.
- Worked extra time when needed, filled in when others couldn't.
- Kept the restaurant clean and tidy, whilst fulfilling other roles I was given (serving hot and cold food, washing up).

References

Clare Medcroft: 07956565736

Fine Art Teacher at The Crypt School, Gloucester.

Pete Moreman: 07983360096

Family Friend, Gloucester.

David Hyett: 07411664323

Cluster Support Manager at Coral Racing Ltd, Gloucester.

Technical Skills

Applications: Adobe Masters Collection CS5, Wacom Tablets (*Software and Hardware*), basic CAD/CAM, Networking.

Hardware: PC components (Motherboards, processors, RAM, cooling, graphics cards, power supplies, hard drives), Keyboards, mice, screens, design tablets and some router/modem setups.

Designs: Logo's, Booklets, Leaflets, Books, Manifestos, Posters, Badges, T-Shirts, Packaging, Zines, Video, Animation and Concept Art.

Operating Systems: Windows, OS X.

Education

University of Gloucestershire

2:2 Honour's Degree, Graphic Design — 2011 - 2014

The Crypt School

12 GCSEs and 4 A-levels — 2004 - 2011

(Available upon request)