

70 Barker St. Apt. 503 Mount Kisco, NY 10549 •

Matthew paul murray

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| Summary |  | Committed and extremely hard-working individual looking for a rewarding position in the education field. |
| Skills & Abilities |  | * Extremely confident and poised in high pressure and stress inducing environments.
* Adaptable and goal-driven team player who thrives in environments requiring the ability to effectively prioritize and manage multiple simultaneous projects.
* Possess unparalleled interpersonal skills in relation to building trusting relationships with colleagues.
* Physically capable in a labor-intensive workplace.
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| Education |  | HUNTER COLLEGE-NEW YORK, NY- BACHELOR OF ARTS AND SCIENCES IN MEDIA STUDIESUNIVERSIDAD NACIONAL DE TRES DE FEBRERO- BUENOS AIRES, ARGENTINA- SEMESTER ABROAD  |
| Experience |  | kINDERGARTEN AND ELEMENTARY TEACHER, BOSTON CAMPUS PRIVATE ACADEMYSeoul, South Korea, 3/2013- 3/2014* Created engaging lesson activities and implemented them in classrooms of various sizes and ages.
* Devised and utilized games, songs, and visual aids to make learning enjoyable and accessible to younger and older children alike.
* Worked collaboratively with fellow teachers to align curriculum and strategized the completion of lesson plans in a cooperative manner.
* Developed curriculum that was appropriate to students' learning abilities and reflected their needs and interests.

Front desk agent, auditor, cHELSEA STAR HOTELNew York, NY, 1/2012-2/2013* Attended to international guests’ needs, including, but not limited to, registration, checkout, booking reservations, and cashiering while maintaining a deposit and accurate report of receipts and transactions daily.

Project Marketing Team Member, SIMON & SCHUSTER BOOK PUBLISHING HOUSENew York, NY, 8/2011- 7/2012* Led a team in coordinating a marketing strategy for the release of the novel, “Nameless,” by utilizing social media tools, including Facebook and Twitter.
* Engaged and educated young children and teens about the novel in-person at countless amounts of New York City bookstores.

STOCK MANAGEMENT, SALUTO WINES AND LIQUORSBronx, NY, 12/2005- 9/2012* Trained new employees on sales skills and store responsibilities.
* Shared responsibility in the selection and purchase of incoming products that met customers’ needs.
* Oversaw proper visual arrangement and placement of products in store.
* Orchestrated and completed successful sales transactions.
* Opened and closed store.
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