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Matthew Paul Murray

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

**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

**Education**

HUNTER COLLEGE-NEW YORK, NY- BACHELOR OF ARTS AND SCIENCES IN MEDIA STUDIES

UNIVERSIDAD NACIONAL DE TRES DE FEBRERO- BUENOS AIRES, ARGENTINA- SEMESTER ABROAD

**Experience**

**kINDERGARTEN AND ELEMENTARY TEACHER, BOSTON CAMPUS PRIVATE ACADEMY**

**Seoul, 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 HOTEL**

**New 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 HOUSE**

**New 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 LIQUORS**

**Bronx, 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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