

MATTHEW D. WHITON

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Driven to learn both the basics and intricacies of operating a successful business, with the hope of establishing one in the future. Working to advance current skills in human relations and administrative duties to better utilize my degree.

EXPERIENCE:

Employer: Whale's Tale Water Park - Lincoln, NH

Food and Beverage Management, summer 2015 – summer 2017

- Supervised and delegated tasks to a restaurant crew both in the kitchen and front of house.
- Oversaw the application of New Hampshire food safety guidelines in a fast-paced environment.
- Responsible for routine cleaning and maintenance of restaurant equipment such as brick ovens, grills, and fryers.
- Took time to see to the issues and concerns of staff working under me and made a positive impact on the morale of those I worked with.
- Trained in all positions to assist with covering breaks or filling scheduling gaps.
- Experience in both taking charge of Food and Beverage operations and ensuring proper closing and lock-up procedures at the end of the day.
- Spent 2 days in Candia, NH training employees and preparing a written guide for restaurant operations for the management team of Whale's Tale LLC's sister park, Candia Springs.

Employer: Littleton Food Cooperative – Littleton, NH

Produce Assistant Manager, August 2018 – Present

- Responsible for ordering product and collaborating with local farmers to provide food access to the community.
- Assign tasks and delegate according to the needs of the business.
- Provide employee reviews and effective feedback to increase performance.
- Closely monitor pricing in a volatile market to account for changes in supply and margin.

Bulk Foods Clerk, December 2016 – August 2018

- Responsible for stocking and packaging bulk food items for sale in a retail environment.
- Prepare, process and receive product orders.
- Inventory and cost products based on retail price, weight, and margin.

Baker, January 2017 – August 2018

- Prepare, process, and receive product orders.
- Adhere to food safety guidelines.
- Price items and coordinate sales with management.

EDUCATION:

White Mountains Community College – Littleton, NH & Berlin, NH

- Completed Associate degree in Business Administration.
- Accepted into the Phi Theta Kappa honor society/graduated with honors.

ADDITIONAL SKILLS

- Skilled in writing, technical or otherwise – this includes the use of writing programs such as Microsoft Office.
- Moderate training in building financial statements and presenting information in Microsoft Excel
- Levelheaded and mild mannered, especially when dealing with people.
- Meticulous and detail oriented, particularly involving organizational and clerical tasks.
- Produced a 25-page thorough food safety report as per the 2013 edition of the FDA's Food Code. (This document is available on request).