

# MATTHEW HENCK

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matthewhenck@gmail.com

## Career Focus

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Has experience in costumer service, specifically retail. Energetic and reliable inside and outside the work place, especially around potential customers. Hands-on skills, hardworking, highly motivated, and dependable to get a job done.

## Summary of Skills

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- Adaptive team player
- Courteous demeanor
- Energetic work attitude
- Boat docking/maneuvering skills
- Active listening skills
- Strong organizational skills
- Much experience in line handling
- Excellent and creative problem solver

## Education and Coursework

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### General Education

Dover High School

Currently attending Dover High School as a junior.

2018

Dover, NH, United States

## Experience

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### *Customer Service*

- Consistently received positive feedback from guests and created repeat business.

### *Customer Interface*

- Greeted customers upon entrance and handled all cash and credit transactions.
- Assisted customers over the phone regarding store operations, products, promotions and orders.

## Work History

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### Sales Associate

Polo Ralph Lauren

08/2016

Kittery, Maine

## Extra-Curricular Activities

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- Dover High School Ski team
- Sailing on Lake Winnepesaukee in Wolfeboro, NH
- Boating