

Matthew Elford
3287 Grassfire Crescent
Mississauga, Ontario L4Y3J8
574-377-7936
elfordms@grace.edu

Education:

Grace College, Winona Lake, IN
Journalism Candidate, Expected graduation, May 2020

Applewood Heights Secondary School, Mississauga, Ontario
High School Diploma, June 2015

Academic Experience:

- Writer for The Sounding Board (Grace College newspaper)
- Grace College Assistant Sports Information Director
- Writing/Journalism Classes: Newspaper Journalism, Writing for Publication, Journalism Layout and Design, Editing
- Chi Alpha Sigma Academic Award, 3.55 GPA

Work Experience:

Costco Wholesale, Mississauga, Ontario

Deli Associate, May 2018 – August 2018

- Cook and prepare raw chicken, seafood, pasta and salads
- Thoroughly clean food preparation areas, floors, ovens, and surfaces
- Rearrange and organize product cooler and storage areas

Salvation Army Day Care Center, Mississauga, Ontario

Counselor, Jun 2017 – Aug 2017

- Monitor children's play activities.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Organize and participate in recreational outings

Home Run Sports, Mississauga, Ontario

Sales Associate, Nov 2015 – Dec 2016

- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Open and close cash registers, count money, balance cash drawers, make deposits, separate charge slips, coupons, and vouchers

Additional Skills and Hobbies:

- First Aid Training, WHMIS Training, Inventory Management, Sales Experience, Cashier Experience
- College Baseball Player, Tuba Player