

# MATTHEW SOY

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## Profile:

Emerging professional who demonstrates determination, trustworthiness, motivation, and versatility. Critical thinker that can understand issues that people are faced with and fix the problem efficiently and with ease. Adaptive learner that has the ability to understand and identify the problem in order to assist. Management ready and driven to finishing projects quickly and efficiently.

## Experience:

### **KING'S COLLEGE, WILKES-BARRE, PA**

**2021-PRESENT**

#### *MANAGER OF STUDENT SUPPORT SERVICES*

- Respond to faculty, staff, and students' computer/network/instructional media-related problems.
- Prepare and support new hardware and software installations.
- Support all the technology that is used by the college.

### **PRIME INC., PITTSTON, PA**

**2021-2021**

#### *CAFÉ COOK AND PREP WORKER*

- Prepared and cooked food for workers in the company.
- Prepped food for the day to have it run smoothly and with ease.
- Used basic hygiene of washing all dishes and pans.

### **Weis Markets, Duryea, PA**

**2018-2021**

#### *RETAIL EMPLOYEE*

- Stocked shelves with new products and pulled shelves with old merchandise.
- Checked merchandise with quickness.
- Packaged fresh foods and rotated perishable goods.
- Collected carts when needed.

## Education:

### **King's College Wilkes-Barre, PA**

- B.S. Computer Information Systems

**Estimated Graduation 2025**

## Skills:

- Customer Service
- Team Player
- Time Manager
- IT Helpdesk Experience
- Programming languages: Python and Java
- Hardware: Dell, HP, Apple, Asus
- Office Products: Excel, Word, PowerPoint, Outlook, and OneDrive