

Matthew Miemiec

Westfield, MA 01085
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SUMMARY

Resourceful, Compassionate, and Driven Master's Student currently studying at Simmons University under the Libraries and Information Services Archives Management concentration.

EDUCATION

Westfield State University, Westfield, MA
Bachelor of Arts in History
Minor in Asian Studies, Philosophy

September 2019 - May 2022
Suuma Cuum Laude GPA: 3.9/4.0

Holyoke Community College, Holyoke, MA
Associate Degree in Liberal Arts and Sciences

September 2016 – December 2018

HONORS

Michael S. Anciello Award for History
Phi Alpha Theta History Honors Society
President's Award for Excellence in Leadership
David James Taylor Award for Excellence in Philosophy
Phi Theta Kappa Honors Program

April 2022
January 2020
September 2019
May 2017
March 2017

CERTIFICATIONS

TEFL Certified by OISE University of Toronto

December 2022

EMPLOYMENT

Assistant Manager

WSU Bookstore - Follett Higher Education

June 2023 - Current
Westfield, MA

- Provides leadership in delegating tasks to employees.
- Utilizes attention to detail in receiving and processing paperwork.
- Builds rapport with the campus community and professors through effective communication.

Sales Associate

WSU Bookstore

January 2019 - June 2023
Westfield, MA

- Maintains an engaging sales floor in shelving, arranging, cleaning, and organizing products or space within the store
- Complete online orders for students, parents, alumni, or other customers with efficiency and accuracy.
- Provides excellent customer service in supporting customer's needs in sales options

Archivist Assistant and Librarian

Holyoke Community College

June 2017 - December 2018
Holyoke, MA

- Managed the digitization of photos and videos and uploaded them to their appropriate sites
- Established artifact displays that were placed throughout campus
- Communicated effectively and collaborated with supervisor to accurately complete projects in a timely manner
- Organized all library materials according to the Library of Congress System

SKILLS

Hard Skills: Research, Writing, Word Processing, Computer troubleshooting, Display Management

Soft Skills: Critical Thinking, Time Management, Communication Skills, Attention to Detail