

Aria Matthews

she/her

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Employment History

June 2022 to Present | Operations Support | Agilent Technologies

- Assembled for Epoch and Epoch 2 plate reader line.
- Assembled for Software Line (all locally manufactured instruments).
- Intermittent tasks (casual IT troubleshooting, computer hardware setup, CI group, inventory management) as needed.

November 2019 to June 2022 | Transaction Specialist II | JP Morgan

April 2018 to November 2019 | Data Entry Specialist | Manpower Group (Contracted work for JP Morgan)

- Entered public lockbox data for Client.
- Created charts and presentations to show monthly workload progress to team.
- Helped new team members learn data entry software, best practices and guidelines.

September 2015 to April 2018 | PC Repair Technician | PC Med

- Repaired desktop and laptop computers, printers within small office environment.
- Made house calls to individuals and businesses to make on site repairs, set up new hardware and software, and troubleshoot networking issues.

November 2014 - April 2018 | Pearson VUE GED Test Proctor | NEKLS

- Ensured test clear of cheating, ensured correct ID, signed test taker into system, helped with any technical issues that arose before or during test.

Noteworthy Skills

- 100 - 120 wpm typing speed when using a favorable keyboard.
- Light HTML, CSS, Javascript proficiency.

Education

- Graduated from North Country Union High School, 2015 - Newport, VT 05855