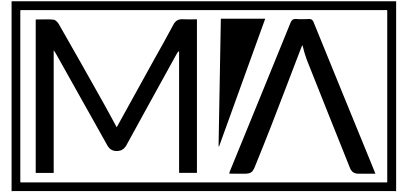


MATTHEW V. ARAMBULO

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PROFESSIONAL PROFILE

My goal is to provide professional services to the community of Irvine that are innovative and responsive utilizing my education and diverse work experience.

RELEVANT WORK EXPERIENCE

Community Services – Leader III

City of Irvine, Irvine, CA. February 2016 – Present

- Coordinate & lead LTA weekly games and tournaments.
- Prepared & updated leaders' recreation folders.
- Supported in special events at city hall & tournaments at Bill Barber.
- Trained new staff on city procedures and policies.
- Oversaw Leader II's & LIT's

Community Services – Leader II

City of Irvine, Irvine, CA. October 2015 – February 2016

- Prepared athletic fields & facilitated multipurpose rooms & shelter reservations.
- Assisted City of Irvine Special Events e.g. Irvine City Fitness
- Coordinated early childhood & youth classes, camps, & activities. e.g. Lunch Time Activities (LTA), Half-Pint Sports, Kid's Night Out (KNO).
- Developed positive working relationships with staff, supervisors, parents, contract instructors and community groups.
- Provided staff and customer support using CLASS.

Project Manager

Edge 5 Marketing, Irvine, CA. September 2013 – January 2015

- Developed and managed email marketing campaigns
- Delegated work with vendors
- Provided technical and management support
- Work closely with accounts to oversee troubleshooting, quality assurance, and product approval process.

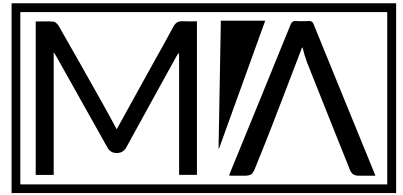
Small Business Sales Representative

ADT Security Services, Anaheim, CA. June 2012 – August 2012

- Used creative lead generating techniques along with cold calling on the phone and in the field to create a sales "funnel".
- Utilized closing techniques to leverage sales.
- Conducted post installation follow-ups and maintained customer satisfaction

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WORK EXPERIENCE

Front End Assistant

Costco Wholesale, Tustin, CA. October 2007 – February 2008

- Greeting members and relaying important information and special promotions.
- Maintaining the cleanliness of the register and the Front End area.
- Facilitating the movement of lines by moving items from cart to the belt & retrieving requested items.
- Assisting other departments of the warehouse when necessary.
- Providing prompt and courteous customer service to members, employers, and suppliers

Volleyball Coach – 5 years

Head Coach, Assistant Coach, Tournament Site Director, Clinic Leader

- Beckman High School, Irvine, CA.
- AMP Volleyball Club, Irvine, CA.
- Northwood High School, Irvine, CA.
- Momentous Volleyball Club, Irvine, CA.
- Tustin Volleyball Club, Tustin, CA.
- Chapman University, Men's Club Volleyball, Orange, CA.

EDUCATION

University of California, Irvine

Bachelor of Arts in Studio Art, June 2011

Beckman High School, Irvine

First Graduating Class, June 2007

EXTRA-CURRICULAR

Skills & Certifications

- Proficient in Microsoft Office Suit
- Proficient in Adobe Suites
- CPR, AED & First Aid Certified – Completed 6/2015
- Complete TB Risk Assessment
- CLASS Training completed in 2015