

Matthew Sanders

3119 Marina Drive #14, Marina, CA 93933
(530)208-7393; msanders@csumb.edu

Education:

- California State University of Monterey Bay, Seaside, CA
Anticipating Bachelor of Arts Degree in Japanese in May 2014
- Lake Tahoe Community College, South Lake Tahoe, CA
Associates of Arts Degree

Employment History:

Volunteer, April 2013 to June 2013

Aoba, Nisshin, Japan and Kinderhort, Nisshin, Japan

- Volunteered at two orphanages, where I had intercultural exchanges with 15 children
- Participated in a sports day event with many other volunteers, helping to keep the children organized and playing sports with them
- Worked with a group of volunteers to plan and execute a barbeque event

English Tutor, October 2012 to June 2013

Nagoya University of Foreign Studies, Nisshin, Japan

- Helped native Japanese students with their English studies, including homework, projects, or learning new words and phrases
- Helped Japanese students to better understand American culture
- Assisted with open campus event, talking with Japanese high schools students about the university life and studying abroad

Shift Manager, March 2012 to July 2012; November 2013 to Present

Papa John's Pizza, Monterey, CA (831) 372-7499

- In charge of 4-10 employees, ensuring they did their jobs properly and contributed to a smooth shift
- Opened and closed the store, which involved responsibility for counting the money in the tills, cleaning the store, and ensuring that the store would be ready for the day or next day
- Ensured customer satisfaction and resolved any issues customers had with our service

Delivery Driver, July 2010 to March 2012

Papa John's Pizza, Monterey, CA (831) 372-7499

- Delivered 8-20 orders a shift and ensured customer satisfaction
- Helped take customers' orders over the phone and in person
- Assisted the shift manager to open and close the store