

# Matthew Gonzalez

## Acting President - Puggy's Auto

Howard Beach, NY

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### WORK EXPERIENCE

#### Acting President

Puggy's Auto - Valley Stream, NY - January 2014 to Present

Use a strict budget to start company

- Manage Online marketing As well as display marketing
- Build a revenue of 25k plus each month
- Build mobile and desktop website's
- Maintain 100+ vehicle inventory daily
- Build relationship with multiple companies to broker deals with • Administrate payroll including all overhead
- Hire / fire employees
- Face to face meetings with potential clients
- Brainstorm ideas on generating organic profits
- Photoshop, Dreamweaver, QuickBooks, excel, Ring Central, Ad words, Bing, Minor Seo, Administrative work, Microsoft office. (Growing skills - Html, CSS, JavaScript, JQuery, PHP, Python, Ruby, C#)

#### Wholesale Accounts Manager

Junk A Car Nationwide - Brooklyn, NY - August 2011 to January 2014

Car donation headquarters

- Experienced with Salesforce, Five9, Leads360, Ring central, Microsoft office, Adobe
- Manage a team of four responsible for cold calling insurance companies, registered fleet owners, towing lot's etc.
- Generate leads without marketing costs
- Closed 60% of all accounts perused
- Generating \$1.5M Gross, Achieving 100% of quota each quarter
- Purchased 1,000+ vehicles per year averaging over \$600.00 Profit per vehicle/truck
- Increased Revenue by 20% yearly
- Auction Vehicles off for profit at Copart Auto Auction or Insurance Auto Auction
- Build a pipeline of perspective customers
- Telecommute, Email, Face to Face, Skype, Conference calls all lines of contact needed

#### Sales Representative

Ultra Flex Corp - Brooklyn, NY - October 2010 to August 2011

Handled established accounts

- Processed orders for packaging materials
- Met with new prospects explaining advantages of working with our company
- Closed 30% of all leads
- One of the top performers for six months in a row
- Generated Over \$150k Yearly
- Completed all tasks enforced consisting of filing, billing, clientele issues, revenue margins
- Target small as well as large shipping, manufacturing, and freighting Companies Nationally

## **Head Server**

Russo's On The Bay - Howard Beach, NY - July 2009 to September 2010

Supervise and coordinate activities of dining room personnel to provide fast and courteous service to patrons.

- Schedule dining reservations and arrange parties and special services for diners.
- Greet guests, escort them to tables, and provide menus.
- Adjust complaints of patrons.
- Assign work tasks and coordinate activities of dining room personnel to ensure prompt and courteous service to patrons.
- Inspect dining room serving stations for neatness and cleanliness, and requisitions table linens and other dining room supplies for tables and serving stations.
- Interview, hire, and discharge dining room personnel.
- Train dining room employees.
- Schedule work hours and keep time records of dining room workers.
- Assist in planning menus.
- Prepare beverages and expedite food orders.
- Total receipts at end of shift to verify sales and clear cash register.
- Collect payment from customers.

## EDUCATION

### **Associates in Liberal Arts**

Borough of Manhattan community college - Manhattan, NY

2010 to 2013

### **Highschool Diploma**

John Adams high school - Queens, NY

2006 to 2010

## SKILLS

Photoshop, salesforce, crm ,Dreamweaver, QuickBooks, excel, Ring Central, Ad words, Bing, Minor Seo, Administrative work, Microsoft office. (Growing skills - Html, CSS, JavaScript, JQuery, PHP, Python, Ruby, C#), sales ,Telecommute, Email, Face to Face, Skype, Conference calls all lines of contact needed