

Matthew Thomas Beavers

1834 Kim Watt Road
Unit #15
Knoxville, TN 37909
(317) 796-3413 Cell
beavers.matthew@yahoo.com

To whom it may concern:

My name is Matthew Beavers and I am a graduate and valedictorian ITT Technical Institute receiving an Associates of Applied Science degree in Computer Drafting and Design. The key ideal I have held throughout my life was to always do the best I could and never stop learning. This ideal allows me to maintain a positive attitude and continually become a better employee.

My integrity, my positive attitude and my desire are just a few of several character traits I possess that make me a great employee. I am a driven individual who strives to be the best I possibly can in all aspects of my life. Thank you so much for considering me for employment.

Sincerely,

A handwritten signature in black ink that reads "Matthew Beavers". The signature is written in a cursive style with a large, stylized 'M' and 'B'.

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OBJECTIVES

To perform excellent service by use of skill and experiences
To grow professionally, maintain positive moral values and work ethics to build a stronger work environment

EDUCATION

ITT Technical Institute
Computer Aided Drafting June 2008-December 2009
Johnson Bible College
Bachelor of Science August 2004-May 2008

PROFICIENT IN

Microsoft Office Programs
AutoCAD 2008 & 2009
AutoCAD Inventor
AutoCAD Civil 3D
AutoCAD Architecture
Adobe Photoshop
Adobe Illustrator
Autodesk 3ds Max

EXPERIENCE

Batteries Plus Sales Associate/Technician July 2008 - August 2009
Tasks include but not limited too: Customer service and assistance with any battery questions or needs and building custom battery packs for customers
Citadel Broadcasting Company Remote Technician February 2007-July 2008
Tasks include but not limited too: Setting up audio equipment properly to broadcast local live radio shows and sports events
Johnson Bible College General Maintenance August 2004-May 2008
Tasks included but not limited too: General maintenance tasks including drywall repair, painting, construction projects, deck building, and miscellaneous remodeling projects
McNaughton and Sons Incorporated Laborer/Pipe Layer May 2005-July 2007
Tasks included but not limited too: Basic use of excavating equipment, putting in water, sewage, and basic drain lines and constructing building pads and foundations

AWARDS

ITT Technical Insitute Valedictorian
2007-2008 General Maintenance employee of the year
ITT Technical Institute Highest Honors Student

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REFERENCES

Paul Kobel

Supervisor of Maintenance Department
Johnson Bible College
(865) 251-2266

Tim Berry

Chief Engineer
Citadel Broadcasting
(865) 556-7745

Bill McNaughton

President
McNaughton and Sons Incorporated
(317) 797-8009

Mitch Stipp

Senior Automation Engineer
Eli Lilly and Company
(317) 372-5379

Ken Underwood

Director of Church and Donor Relations
Johnson Bible College
(865) 386-0558

To Whom It May Concern:

This letter is my personal recommendation for Matthew Beavers. Until just recently, I have been Matthew's immediate supervisor for over two years. I found him to be consistently pleasant, tackling all assignments with dedication, strong beliefs and always a smile.

Besides being a joy to work with, Matthew is a take-charge person who is able to present creative ideas and communicate the benefits. He has successfully helped others with awareness in our shop that has resulted in increased Safety and productivity.

Though he was an asset to his co-workers efforts, Matthew was also extraordinarily helpful in other areas of his Ministry while at Johnson Bible College. In addition to his work, Matthew assumed a leadership role in his daily work routine inspiring and motivating other workers and fellow students.

I highly recommend Matthew for what ever it is in life he chooses. He is a team player and would be a great asset to any organization.

Sincerely,

Paul Kobel
General Maintenance Supervisor
Johnson Bible College
Knoxville Tennessee
(865) 251-2266