

# MATT BERGER

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## PROFILE

A natural leader with strong communication and organizational skills; experienced working in dynamic, fast-paced environments; certified in business plan writing and media relations. An expert in process management and strategy development with a proven record of success in public and private sectors.

## WORK HISTORY

**The North West Company** | Department Manager 2010 – 2016  
788 Aveo Blvd, Windsor, Ontario

- Conceptualized marketing strategy for international sales
- Oversaw product development and performed quality control
- Published quarterly newsletters to inform key stakeholders

**YMCA Ottawa** | Centre Manager 2008 – 2010  
180 Argyle Ave, Ottawa, Ontario

- Managed a team of 5 to deliver outstanding customer service
- Awarded “Employee of the Quarter” three times
- Increased enrollment by 30% through community outreach

**Delta Media** | Graphics Designer 2007 – 2008  
510 Epsilon St N, Smith Falls, Ontario

- Short description of job function
- Greatest achievement at the company
- Accomplishment

**Epsilon LLC** | Technician & 2IC 2004 – 2007  
1175 Hawkbirch St, Smith Falls, Ontario

- Short description of job function
- Accomplishment

**MyCo One** | Owner & Manager 2000 – 2004  
1200 St Laurent Blvd, Montreal, Quebec

- Short description of job function
- Accomplishment

## PROFESSIONAL SKILLS

**Tactical Team Management**  
**Strategic Communications**  
**Business Impact Analysis**

**First Aid Certification**  
**Certified Associate Business Analyst**  
**Agile Certified Practitioner**

## EDUCATION

**McGill University** 2000 – 2004  
B.A. Political Science & Philosophy, Double Major, GPA: 3.2

**Algonquin College** (Ottawa, Ontario) 1997 – 2000  
Architectural Technology, Honours

**St. Clair College** (Windsor, Ontario) 1996 – 1997  
Graphic Design