

Mathew McKenzie

Enthusiastic and driven writer with over 7 years of management experience based in the Bay Area, seeking opportunities in managerial sports, athletics, or related fields. With a strong background in leading and supporting dynamic, team-oriented projects and meeting deadlines, I am highly motivated, adaptable, and ready to advance in my professional career.

EXPERIENCE

Planet Fitness, San Bruno, CA — General Manager

JUNE 2021 - PRESENT

- Played a key role in launching and establishing the first Washington owned franchised Planet Fitness in California, overseeing multiple phases of development and construction to operational management.
- Led and motivated a team of 15-20 employees, fostering a positive work environment and promoting teamwork in order to achieve a productive work environment
- Managed budgets and financial performance, including forecasting, expense tracking, and cost control, leading the smallest of 70 franchise locations, outperforming the next highest mark of total revenue by 10%
- Directed payroll processing and employee benefits administration, ensuring accuracy and compliance with company policies and regulations
- Handled vendor relationships and procurements, negotiating contracts and managing supply chain operations optimizing costs and inventory by 3%
- Addressed and resolved customer inquiries and issues, maintaining over 90% customer satisfaction and loyalty
- Developed and implemented new operational policies and procedures to enhance employee productivity and operational efficiency by 50%

Chipotle Mexican Grill, San Bruno/San Jose— Kitchen Manager

JULY 2016 - JULY 2020

- Managed all aspects of catering orders including placement, food preparation, food packaging, and delivery
- Developed and implemented kitchen policies and procedures, including food safety protocols and sanitation practices to ensure compliance with health regulations
- Coordinated with front-of-house staff to streamline service and ensure smooth communication between kitchen and dining area, helping to increase sales by 10%
- Conducted regular inventory check and ordered kitchen supplies, managing stock levels and negotiating with vendors for cost-effective purchasing, minimizing waste by \$6,000 annually

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SKILLS

Creative & Journalistic
Writing
80 wpm
Detail Oriented
Team Leading & Collaboration
Multitasking
Microsoft Suite
Effective Communication
Crisis Management
Fast Learner
Adaptable & Eager to Learn

AWARDS

Monthly Planet Fitness MVP
for 3 consecutive months
prior to promotion

LANGUAGES

English

Intermediate Spanish

Abercrombie & Fitch, San Francisco — *Brand Representative/Stock Replenishment*

JANUARY 2016 - JANUARY 2017

- Monitored inventory levels to ensure timely and accurate stock replenishment, preventing shortages and excess inventory
- Utilized inventory management software to track stock levels, generate replenishment, reports, and forecast future needs
- Trained staff on stock replenishment procedures, including receiving, storing, and handling all inventory items

EDUCATION

San Jose State University, San Jose — *B.A English, Concentration in Professional and Technical Writing*

SEPTEMBER 2016 - MAY 2020

PROJECTS

Backseat Opinionator — *Sports & Media Blog*

Personal sports and media blog highlighting the analyses and statistics of the San Francisco Giants, Los Angeles Lakers, and other related topics

<http://backseatopinionator.blog>