

Matthew P. Slegaitis

Email Placeholder

Phone Placeholder

Summary of Qualifications:

1. Communications Specialist
2. Creative Writer
3. Editing of College Level Papers
4. Editing of creative work
5. Customer Service
6. Team Training and Leadership

Experience:

Writing Help

Utica, New York

Writing Consultant and Editor.

February 2020 to Present

Sole Proprietor

1. Responsible for locating clients and selling writing services.
2. Conducting, Editing, Tutoring, and providing feedback to clients.
3. Responsible for scheduling appointments and ensuring deadlines are met.
4. Provided all customer service.

United States Marine Corps

3rd Battalion 6th Marine Division

Non-Commissioned Officer, Data Networking Specialist

May 20, 2015 to May 21, 2019

1. Apart of the team that built the classified and unclassified Data communications network for 3rd Battalion 6th Marine Division in garrison and as the Battalion Landing Team for the 24th Marine Expeditionary Unit aboard the U.S.S. Iwo Jima.
2. Managed all end devices and peripherals for 3/6
3. Constructed and implemented physical and MOS (Military Occupational Specialty)
4. Responsible for over four million dollars in equipment, including a mobile satellite uplink and the entire Battalion's electronic equipment, both classified and unclassified.

Education:

Full Sail University (Winter Park, Florida)

Bachelors in fine arts writing for Entertainment

Anticipated Graduation Date: placeholder