

**MATTHEW J. SCHRECK**  
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### PROFESSIONAL GOAL

To engage in a career path that allows me to simultaneously serve my community and dedicate myself to my greatest purpose in life, which is to help individuals thrive and establish the best possible lives for themselves.

### PROFESSIONAL HIGHLIGHTS

**Highly motivated, self-directed leader** committed to quality, excellence in customer service and accountability. Long-standing, stable and company-loyal career that has been results-oriented with numerous promotions in a healthcare setting. Specific talents and professional competencies include:

Fiscal/budgetary management	Customer service orientation
Public speaking	Short and long-range planning
Cultural awareness and sensitivity	Staff retention and training
Operational management	Adaptability to a wide variety of customer bases

### PROFESSIONAL CAREER HISTORY

**Goodwill Industries of Southeastern WI and Metro Chicago** April 2013-Present  
Store and Donation Center

#### Store Manager

Manage the operations of a Goodwill Store and Donation Center. Specific duties include:

- Supervise up to 55 employees to ensure a smooth operation
- Create a positive shopping experience in order to gain sales. This helps increase revenues that help fund the mission of Goodwill
- Act as a community liaison to the community on behalf of Goodwill Industries

#### Milwaukee County

April 2012-April 2013

Board of Supervisors.

**Executive Secretary.** Managed the day-to-day operations of the office of the Chairwoman of the Milwaukee County Board of Supervisors. Specific duties included:

- Acting as an ambassador to the community, frequently representing the Chairwoman at important public events
- Processing of all legislation to be reviewed by the County Board
- Coordination of a daily communiqué of pertinent Milwaukee-County related news for all Department heads and other key stakeholders
- Management of the schedule of the Chairwoman
- Composing correspondence on behalf of the Chairwoman
- Maintenance of billing provisions for the full County Board

*Task list  
OK codes*

**Walgreens**

March 1993-April 2012

National retail pharmacy chain.

**Store Manager (October 2004 – September 2011)**

Ultimately promoted to oversee all areas of operation of the retail store. Ten years of loyal experience resulting in several promotions and calls to action to assist with struggling stores. Served in a total of 6 different stores in the greater Milwaukee, Wisconsin and Los Angeles, California areas, including stores that are rural, urban and suburban. Most recent specific accomplishments include:

- Received award in July 2011 from Walgreens Corporate Office in recognition of facilitating the greatest profit increase of any Walgreens store in the State of Wisconsin
- Completed all major tasks related to opening a new store, including obtaining an occupancy permit, hiring all necessary staff and directing an entire team
- Attended recruitment fairs and conducted interviews and hiring of assistant management staff for the company
- Worked to re-train and stabilize existing workforce in stores with high turnover rates
- Directed merchandising and store layouts for maximum customer satisfaction and ergonomic mindfulness
- Successfully managed busiest store in Wisconsin with an annual budget of \$1.5 million
- Managed up to \$1.5 million of inventory on a regular basis
- Increased sales by 50% in first 18 months at a particular store by examining cultural preferences and customer needs of area being served
- Creation of customer service awareness campaign to promote greater customer satisfaction and involvement in store located in underprivileged area of town
- Helped lead and participated in numerous community-sponsored events, including neighborhood watch programs, charity fundraisers and business associations

Other positions held within the Walgreens company include:

**Executive Assistant Manager (June 2003-October 2004)**

**Assistant Manager (May 2001-June 2003 and September 2011-April 2012)**

**Retail Associate (March 1993-September 1996)**

**EDUCATION**

**Master of Divinity pursuit**, Garrett Evangelical Theological Seminary, Leadership Scholarship awarded July 2011, September 2011-May 2012 (not completed)

**Master of Divinity pursuit**, San Francisco Theological Seminary, 2008-2009

**Bachelor of Arts, Psychology**, University of Wisconsin-Stevens Point, May 1999

**COMMUNITY INVOLVEMENT**

**Walgreens Community Outreach**, including involvement in AIDS Walk L.A., Susan G. Komen Walk for the Cure, Lutheran Social Services Urban Threads event, and Neighborhood Night Out  
**Political Volunteerism**, including door to door canvassing, assisting with campaign mailings and working election night polls

**\*\*References available upon request.**