

Matthew Bunn

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Veteran. Author. B.A. Psychology student.

Authorized to work in the US for any employer

Work Experience

Veteran Services Operations Coordinator

Volunteers of America of the Northern Rockies - Sheridan, WY

December 2022 to Present

- Front desk management including management of office supplies
- Calendar/Scheduling management
- Lead/Management of program trainings
- Maintain trackers/orders for all Veteran Services offices as needed
- Maintain attendance for trainings/meetings
- Maintain meeting minutes
- Invoice/Budget Management
- Create/edit documents including Standard Operating Protocols, Protocols and Procedures, and others as needed
- Maintain Vet Services SharePoint sites
- Gather documents or signatures as needed
- Provide communication hub between frontline managers and senior leadership

Paralegal

Wyoming Air National Guard - Cheyenne, WY

August 2018 to December 2022

- Legal Document Preparation
- Legal Assistance (Drafting powers of attorney, wills, notaries)
- Legal research
- Maintenance of client relationships (including potential conflicts)
- Customer Service and Front Desk Duties
- Physical Training Leader: management of Physical Training tests
- Records Custodian: management of all files
- Unit Emergency Representative: Managing compliance of all maintained emergency info, including Emergency Action Plans (EAPs) and trainings

Assembler I

Vacutech LLC - Sheridan, WY

June 2022 to July 2022

- Small parts assembly
- Ensured safe and quick assembly of all small parts in the assembly line

- Other duties as needed

Security Guard

Securitas - Decker, MT

February 2022 to April 2022

- Night shift
- Entry control for Decker Coal Mine
- Ensured there was no unauthorized access to the mine
- Solely responsible for the security of the facility overnight

Military Orders - COVID Relief

Wyoming Air National Guard - Sheridan, WY

September 2021 to December 2021

- Provided staffing relief to an elder care facility during COVID
- Audits conducted as to the effectiveness of COVID screening
- Quality Assurance and Human Resources tasks
- Provided rides to patients and disinfected high-traffic areas

Laundry Supervisor

Baymont Inn and Suites - Sheridan, WY

July 2021 to August 2021

- Laundry Management
- Time Management
- Team Management - Ensured fast and best service to allow housekeeping to continue

Baker

Sheridan Donut Company, LLC - Sheridan, WY

March 2021 to May 2021

- Overnight shifts frying and making donuts
- Explored new ideas and innovations for new donuts and processes
- Cleaned and sanitized workstations to ensure a safe, healthy receptacle for foodstuffs

Housekeeper

Best Western - Sheridan, WY

July 2020 to March 2021

- Responsible for cleaning of hotel rooms within a narrow timeframe
- Ensured rooms were free of any issues, including maintenance and quality
- Maintained room cleanliness and flexibility with priority changes

Youth Counselor

Normative Services - Sheridan, WY

February 2020 to April 2020

- Supervised and supported traumatized youth aged 14-17
- Conflict resolution and De-escalation tactics
- Ensured a safe, healthy environment for each individual to accomplish their goals through the program

Paralegal

Francis E. Warren Air Force Base - Cheyenne, WY

June 2019 to August 2019

- Front desk duties, Customer Service, Phone Management
- Creation and Execution of all Article 15s, non-judicial punishment
- Responsible for cutting completion time of Article 15s down by 33%
- Legal Research
- Legal Document Preparation (drafting wills, powers of attorney, notaries)
- Legal Assistance

Cook

McDonald's - Sheridan, WY

June 2018 to December 2018

- Management of food preparation and order completion
- Brought meal preparation times down by 40%
- Operated deep fryer and grill

Camp Counselor

Klein Ranch - Isabel, SD

May 2017 to August 2017

- Camp Counselor for youth (aged 13 - 17)
- Led youth in Bible studies, horse riding, activities, and board games
- Played in skits and created sermons to read for youth during down times

Legislative Page

South Dakota State Government - Pierre, SD

April 2017 to April 2017

- Management of paper and phone correspondence for senators
- Phone Management
- Research and answering questions from constituents
- Ensured that each senator was equipped through the legislative period with everything that was necessary for smooth transitions and sessions

Education

Bachelor's in Psychology (Addictions Focus)

Southern New Hampshire University - Remote

January 2023 to Present

Paralegal Journeyman Course in Paralegal Studies (Journeyman) - ABA Approved Paralegal Course

Community College of the Air Force - Montgomery, AL

August 2019 to October 2020

Air Force Paralegal Apprentice Course in Paralegal Studies (Apprentice) - ABA Approved Paralegal Course

Community College of the Air Force - Montgomery, AL

April 2019 to June 2019

Basic Military Training

Community College of the Air Force - Lackland AFB, TX

February 2019 to April 2019

High School Diploma

McIntosh High School - McIntosh, SD

August 2010 to May 2017

Skills

- Receptionist (5 years)
- Outlook (10+ years)
- Filing (5 years)
- Lexis (4 years)
- Microsoft Outlook (10+ years)
- Organizational Skills (10+ years)
- Typing (10+ years)
- Legal Research (4 years)
- Word (10+ years)
- Legal Drafting (4 years)
- Transcription (4 years)
- Proofreading (10+ years)
- Administrative Experience (5 years)
- Case Management (4 years)
- Personal Assistant Experience (5 years)
- Writing Skills (10+ years)
- English (10+ years)
- Microsoft Office (10+ years)
- Presentation Skills (10+ years)
- Clerical Experience (5 years)
- Calendar Management (5 years)
- Microsoft Excel (10+ years)
- Cash Handling (5 years)
- Customer Service (10+ years)
- Office Management (5 years)
- Classroom Management (Less than 1 year)
- Time management (4 years)
- Cleaning (10+ years)
- Paralegal (4 years)
- Baking (8 years)
- Analysis skills (10+ years)

- Adobe Acrobat (5 years)
- SharePoint (5 years)
- Quality Assurance (5 years)
- Security (Less than 1 year)
- Document management (10+ years)
- Employee orientation (1 year)
- Event planning (5 years)
- Accounts payable (1 year)
- Human resources (5 years)
- Management (1 year)
- Accounting (1 year)
- Microsoft Powerpoint (10+ years)
- Moral Injury (1 year)
- Talent LMS (1 year)
- Motivational Interviewing (1 year)
- Protocols (5 years)
- Protocols and Procedures (5 years)
- Training & Development (5 years)
- Compliance Management (5 years)
- Program Management (1 year)
- Budgeting (1 year)

Links

<http://meritpages.com/mbunn17>

<https://www.amazon.com/author/matthewwbunn>

<https://www.linkedin.com/in/matthew-bunn-a871a460>

Military Service

Branch: Wyoming Air National Guard

Service Country: United States

Rank: E-4/SrA

August 2018 to December 2022

- Served as a journeyman paralegal in the Wyoming Air National Guard
- Provided exceptional customer service to clients who are looking for wills, powers of attorney, or other legal assistance
- Provided commanders with the means and information to ensure military justice and aide to their members
- Ensured the Wing functioned within legal confines, smoothly, and fairly

Commendations:

Outstanding Unit Award
National Defense Service Medal
Humanitarian Service Ribbon
Air Force Training Ribbon
Wyoming Exceptional Achievement Ribbon

Awards

Rising Six Challenge Coin (ANG)

February 2022

Coined for excellence and going above and beyond on COVID relief orders for Wyoming in 2021 through the Air National Guard

SNHU Dean's List Winter 2023

May 2023

Achieved Dean's List for the Winter 2023 term (January - May) in recognition of a 3.668 GPA

SNHU Honor Roll

May 2023

- Recognized for academic achievement for two terms in a row - 23EW3 and 23EW4 (Winter 2023: January - April)

Orientation and Leadership Training Certificate

August 2023

Awarded by the National Society for Leadership and Success

Earners of this badge have demonstrated their ability to self-identify, develop SMART goals and engage with others. They are able to develop a plan to accomplish goals and work towards those goals.

CRITERIA

- Attendance and active discussion at NSLS Orientation.
- Attendance and active discussion at Leadership Training Day.
- Completion of Program Workbook.

Foundations of Leadership Certificate

August 2023

Issued by the National Society of Leadership and Success

Earners of this badge have demonstrated their ability to self-identify, develop SMART goals and engage with others. They are able to develop a plan to accomplish goals and work towards those goals.

- Attendance and active discussion at three (3) Speaker Broadcasts.
- Attendance and active discussion at three (3) Success Networking Team Meetings.
- Completion of Success Networking Team reflection guide.

SNHU President's List

September 2023

Made President's List for achieving over a 3.7 GPA for the summer term (May - August)

Certifications and Licenses

CPR Certification

December 2020

First Aid Certification

December 2020

Secret Clearance

February 2018 to December 2022

- Secret Security Clearance for Air National Guard

Motivational Interviewing Training

March 2023 to Present

- Motivational Interviewing Introductory course from the National Council for Mental Wellbeing

Air Force Apprentice Paralegal Certificate

April 2019 to Present

Completion of the Air Force Judge Advocate General's Corps Paralegal Apprentice Course 19-004 M5ABO5J031

Air Force Basic Military Training Course

April 2019 to Present

Completion of Air Force Basic Military Training

Air Force Journeyman Paralegal Course

October 2020 to Present

Completion of all additional training components for 5-level or journeyman paralegal Career Development Courses (CDCs) 5J051

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- Attendance and active discussion at three (3) Success Networking Team Meetings.
- Completion of Success Networking Team reflection guide.

Motivational Interviewing (Intermediate)

May 2023 to Present

- Motivational Interviewing Intermediate course from the National Council for Mental Wellbeing

Groups

South Dakota Boys State

June 2016 to June 2016

- Citizen of Boys State run by the South Dakota Legion
- Learned about government processes, including elections, bills and laws, and more
- Took part in the legislative process

Sheridan Supports LGBTQ+

March 2021 to November 2021

- 501(c)(3) Nonprofit
- Planned events for community outreach, support of young LGBTQ+ individuals, and more
- Worked on research and development of Board legal inquiries
- Rewriting the Board bylaws

National Society of Leadership and Success

August 2023 to Present

Fully inducted member of the NSLS Honor Society (Sigma, Alpha, Pi)

- Completed Orientation and Leadership Training and Foundations of Leadership

Publications

Life We Change With

<https://a.co/d/bIIRZ0i>

June 2023

In the prior book I wrote, "What Is My Life Worth?", I talked about my life and how things have changed over the past few months. However, I am not entirely sure that I fully went through some of the changes that were made in order to start my healing journey. This is what I am looking to accomplish

in this edition. Over the past few years, I had developed quite a dependence on alcohol, my drug of choice. For quite a while, I maintained that there was no issue with my drinking, and that any evidence or speech to the opposite was incorrect and had no basis for my other issues, mostly with my mental health. In my mind, I figured that, in order to work on anything dealing with my alcohol use, we first needed to deal with the mental health problems I was facing to begin with. I think that this is true, in some part. While it may not be entirely the correct way to do things, I do think it is important to focus on a comprehensive approach to recovery, rather than focusing on one aspect of the issue and either ignoring or accepting the other portions that go along with that.

From the Mind of the Scarred: The Depths of Agony

<http://Amazon.com/dp/B0CGKVXXC2>

August 2023

For those who want a more intense look into the mind of someone fractured by depression, addiction, and an intense self-hatred, I give you From the Mind of the Scarred. This book pulls actual quotes out of my own journal during the roughest points of my struggle with identity, addiction, and hope.

What Is My Life Worth? A Memoir to My Life and Journey

May 2023

Hello there, reader. My name is Matthew, and I have written this book based on my life experiences, and my journey throughout my life so far. I hope you find something within these pages that you can take along with you in your own journey of self-discovery and hope. At the very least, I hope you take some comfort in the fact that you are not alone in this journey; there are many people who have trekked through similar circumstances. You can make it through this, and we are all here to help you along.

I do want to say that, in addition to some swears, there are some dark thoughts and experiences that I have gone through within this book. If there are some things that you may not be able to handle or can cause some triggering or other issues, please don't force yourself through it and seek out help from a professional as you need it. Don't take these words out to be anything beyond my own thoughts, experiences, and opinions. Don't harass, threaten, or do anything of that nature based on anything you read from here on. This book is just meant to give you a brief overview of my experiences, and hopefully some tips and help on how you might also get through some of your own experiences. I am not a licensed professional, as of the writing of this book, so please don't take these words out of context or as any "professional advice".

Additional Information

- Solely responsible for designing and building SharePoint site for the base legal office in the Wyoming Air National Guard
- Responsible for designing and building Veteran Services/Leadership SharePoint and Moral Injury training site (LMS) for VOANR