

# Todd Skirving

## Professional Qualifications

- Problem-solving skills
- High energy and detail oriented
- Enthusiastic and hard-working
- Eye for quality
- Exceptional customer service skills
- Outstanding interpersonal skills
- Microsoft Office, Excel, PowerPoint
- HTML<sub>5</sub>/CSS<sub>3</sub>
- Social Media Strategies
- Search Engine Optimization concepts

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## OBJECTIVE

Seeking a Job Opportunity for the Summer of 2017 within a company where I can utilize my training and gain more experience.

## EDUCATION

### SAUNDERS COLLEGE OF BUSINESS

### ROCHESTER INSTITUTE OF TECHNOLOGY

Rochester, New York

New Media Marketing, Expected May 2017

Cumulative GPA: 3.43 – Dean's List Spring 2014, Spring 2015, Fall 2015, Spring 2016, Fall 2016

## EXPERIENCE

### Thrive Strength and Wellness - Co-op

Thunder Bay, Ontario (Summer 2015/Summer2016)

- Oversaw main social media outlet (Facebook).
- Kept up with maintenance of website and ensured information is up to date.
- Promoted and marketed the fitness center to young athletes looking to gain an advantage on their competition.

### Lawn Care Services

Thunder Bay, Ontario (2005 – Present)

- Perform grounds keeping maintenance. Lawn cutting by hand/Riding lawnmower.
- Sweep away walkway of debris. Any other duties deemed necessary by owner.

### Bluenotes - Sales Associate

Thunder Bay, Ontario (Summer 2014)

- Worked with co-workers as customer services member.
- Focused on customer service ensuring that each customer is satisfied with his or her shopping experience.
- Adapted to working in a team environment with weekly tasks and goals.
- Worked the checkout till ringing out products people have purchased.

### Core Hockey School Instructor

Thunder Bay, Ontario (Summer 2012, 2013)

- Instructed hockey players through weekly hockey camps on how to skate, shoot, and pass.
- Worked with preteens to teenagers closely to ensure their ability to develop in all facets of the game.

### Perfect Parties

Thunder Bay, Ontario (Summer 2012)

- Worked hands on setting up tents and backdrops for various groups.
- Set up tents for family gatherings, fairs, and large weddings.
- Set up backdrops for different career fairs and other showings/events.

### Superior Stride Power Skating School Instructor

Thunder Bay, Ontario (Summer 2009 - 2013)

- Instructed hockey players through weekly hockey schools on how to skate.
- Personable one on one interaction with the participants.

### Team Leader U16 Ontario Hockey Camp

Thunder Bay, Ontario (2009 – 2010)

- Mentored young athletes in terms of a healthy eating lifestyle along with intense work ethic off the ice in the weight room. The team followed my instructions in an orderly fashion.

## ACHIEVEMENTS/ACCOMPLISHMENTS

- Rochester ROCS News10NBC Volunteer of the Year Award (2017)
- Atlantic Hockey League NCAA D1 Conference Champions and Final 16 (Spring 2016)
- Atlantic Hockey League NCAA D 1 Conference Champion and Elite 8 (Spring 2015)
- Atlantic Hockey League NCAA D1 Rookie of Week (2) Rookie of Month (1) (Fall 2013)
- Scholarship offer to Rochester Institute of Technology (Fall 2012)
- USHL Hockey Player of the Week (2) (Fall 2012)
- Team Captain Sioux Falls Stampede USHL (2012-2013)