

David B. Bodnar

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Objective:

To obtain a career in a field that skills I possess qualify me for.

Education:

Bachelor of Science in Resort and Recreation Management/Tourism
Slippery Rock University, Slippery Rock, PA August 2004-Current

Summer Practicum – New Castle Y-Zone May 2008 –August 2008

- Set up and run adult men's basketball and high school boys basketball tournaments.(clock, score board, keep track of fouls, and make sure events run properly and on time)
- Participate as a counselor or "coach" for the kids sports day camps.
- Over see the weight and fitness center (keep track of how many guests are there, make sure people are properly using the machines and not over exerting themselves, and make sure that everything is clean and safe.)
- Help file any paper work or release form they needed filed.

Work Experience:

Sales Associate

Nike Factory Store Grove City, Pa September 2007-November 2009

- Manage inventory in assigned store section
- Greet and accommodate any and all guests in the store
- Provide and emphasize excellent customer service
- Stock and rotate existing stock throughout the store

Ansaldo STS (Union Switch & Signal)

Business Admin/training developer Pittsburgh, Pa Dec. 2009 – current

- Word and PowerPoint document editing
- Prepare service manuals and edit them for training presentations
- Collect core information so it may be presented properly

Extracurricular Activities

DJ and Hip/Hop Music Director March 2005-Current

88.1 FM WSRU Slippery Rock University Radio Station Slippery Rock, Pa

- Attend bi-weekly meetings and present a board report
- Handle and operate switch board and adjust frequency levels on audio equipment
- Assist in the training of new Dj's
- Contact music labels, pick out, and monitor music for the station

- Plan and promote concerts and shows through the radio station
- On-Air DJ Sunday nights

Other Special Skills:

Classes:

- **6+ years working in Customer Service**
- **Computer Concepts** – learn the basics on computer usage and how to operate Microsoft office and emailing etc.
- **Productivity Software-** Learned in-depth usage of power point, word, and some excel

Slippery Rock Intramural Basketball

Coach/Captain December 2005-Current

- Organize team and players
- Collected money for the league
- Helped plan and pick the season schedule
- Inform team of games and practices
- Organize, design, and order jerseys.

Volunteer Work

Ameri Corp Sponsored 6 th Grade Dance; Chaperon	Fall	2008
Exceptional Adventures	Spring	2008
Christian youth Organization Volunteer	Fall-Spring	2005-2008