

KEVIN PUDLO

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Skills and Specializations

- Leadership – I've led volunteer groups ranging from a few to dozens.
- Aptitude – A natural ability to learn new applications and processes quickly.
- Analytical Mindset – I love analytics and finding new ways to improve efficiency.
- Software Development and Website Design – I've developed several websites as a freelance, and currently develop an Access Application for my current employer. (WordPress, Microsoft Office, LAMP, SAP Business Objects, GitHub)
- Supply Chain – I've been involved in the procurement and monitoring of inventory over five years.
- Customer Support – I've been involved in customer support all my life, and enjoy solving the problems that come.

Education

Bachelor's Degree in Business Management – Oct 2015

Key Classes

- Computer Information Systems
- Entrepreneurship and Small Business Management
- Human Resource Management and Development
- Management Information Systems
- Managerial Leadership
- Management Principles
- Organization Behavior
- Project Management

Professional Experience

Stewart's Shops - Shop Services (2014-Present)

- Develop and maintain a series of Microsoft Access databases used by three departments
- Provide several department managers with accurate data and reports
- Answer phone calls for corporate shops. assisting store personnel and district maintenance staff as needed.
- Developed an inventory and cycle count procedure for one department.

Stewart's Shops - Appliance Repair (2007-2014)

- Implemented a Microsoft Access database to track repair details and parts ordering
- Assisted Department Manager with day-to-day and analytical tasks
- Diagnosed and repaired appliances daily
- Helped implement Standard Operating Procedures
- Trained fellow technicians of OSHA and company safety regulations.

Hannaford - Front End Supervisor (2003-2007)

- Created break and lunch schedules for front-end team members
- Opened and closed check-out lanes according to customer flow
- Assisted in training new personnel on job duties
- Handled issues at registers that required additional assistance beyond typical cashier duties.

Freelance Experience

Full Gospel Network Website Administrator (2013-present)

- Developed and maintain several websites used for the Full Gospel Fellowship programs
- Implemented GSuite for email and documentation storage

Sundered Galaxy President (2016-2018)

- Worked with a group of volunteers on attempts to build a video game based on a new fictional universe.
- Acquired new talent through networking
- Developed a business plan
- Developed an investment plan
- Incorporated Sundered Galaxy Studios, Inc

Volunteer Experience

Royal Ranger Commander (2011-present)

- Teach boys life and biblical skills that they will be able to use the rest of their lives.
- Keep merit activities on track to maximize each boys learning ability
- Work with other Commanders to ensure all program requirements are being met
- Attended Ranger Basics training seminar.

Family Fun Day Coordinator (2015 & 2016)

- Coordinated two Family Fun Day's at my church with a minimal budget
- Managed a group of more than twenty volunteers through the planning and action phases of the events
- Worked with the several companies and organizations to provide different outreach, awareness, and giving opportunities.

Drama Coordinator (2012-2015)

- Conducted a series of five plays over the course of three years.
- Managed actors from the church congregation ranging from adults to kids.
- Helped individuals realize their talents for acting, stage design, costume design, and other supporting roles.
- Maintained a strict practice schedule