

# **Jeffrey R. Kolodziej**

861 Hershire Drive • Bethel Park, PA • 15102  
412-508-8347 (c) or 412-835-4924 (h)  
jik5378@psu.edu

## **EDUCATION**

The Pennsylvania State University  
Date of Graduation: May 2017  
Major: Mechanical Engineering  
Overall GPA: 3.18/4.00

Bethel Park High School, June/2013  
Overall GPA: 4.00/4.00

## **CLUBS**

Penn State Club Lacrosse  
Penn State Snowboarding Club (PSSC)  
American Society of Mechanical Engineers (ASME)

## **SKILLS**

Proficient in CADD, Microsoft Word, PowerPoint, E-mail/Internet operations, CADD, Inventor Team player, Works Cooperatively, Good Listener, Hard Worker, Able to meet strict deadlines, Self-motivated, Works effectively and diligently under pressure, good leader, Experienced salesperson  
Varsity Lacrosse (4 years, Team Captain years 2, 3, and 4) WPIAL honorable mention

## **WORK EXPERIENCE**

### **Willis Ski and Board Shop, Pittsburgh, PA**

**September 2011 - present**

#### **Hardgoods Salesman**

- Learned ski and snowboard equipment as well as other related merchandise
- Communicated the advantages and best product for customers
- Directly involved in warehousing & inventory control
- Set up and created an online website for purchase of merchandise

### **Trax Farms Market, Finleyville, PA**

**July 2009 - September 2012**

#### **Cashier**

- Worked with customer service to improve the stores efficiencies
- Operated the cash register and was responsible for calculating stores revenue
- Responsible for leaving the customers with a pleasant experience

## **VOLUNTEER WORK**

### **Jr. Lacrosse Camp instructor**

**July 2010, April 2012**

- Worked with middle school students and up teaching the basics of the game
- Led by demonstrating and being a good example
- Helped orchestrate the drills to be performed and in which order

### **Raised Money for Injured Marine**

**October 2011- March 2012**

- Solicited and collected donations at high school football games
- Sold tickets for benefit dinner
- Served food at the dinner and performed maintenance

### **Scholarship Dinner**

**February 2012**

- Involved in transporting donated food to Community Center
- Sold tickets for the dinner
- Performed set up and clean up as required

### **Challenger Baseball League**

**May 2009 - Sept. 2009**

- Assisted physically/mentally disabled children participate in organized baseball

### **BOLD Mentor**

**Winter 2011-2013**

- Mentored and counseled 8<sup>th</sup> Grade students with their transition into the high school

References available upon request.