JOHN SKENE

780-717-8356
JOHN.SKENE@OUTLOOK.COM

HIGHLIGHTS OF QUALIFICATIONS

- 3 years of retail/cafe experience
- 7 years of experience managing teams of people
- Genuine love of people and connecting with people in customer service exchanges
- Demonstrated success collaborating with others on teams and working independently

EMPLOYMENT HISTORY

Shift Supervisor   **2016-2020**
Starbucks Canada, Edmonton, AB

♦ Selected as "District Partner of the Quarter" by the District Manager for exemplary leadership and service

♦ Assisted the Store Manager in supervising and leading a team of 20 employees

♦ Received over 40 hours of customer service and management training

Marketing Coordinator   **2017-2018**
(Contract)
NAIT Students' Association, Edmonton, AB

♦ Undertook a leadership role in a complete rebrand of the Campus Activities Board, independently organizing and executing a successful campus wide campaign

♦ Regularly drafted and submitted reports to board members

♦ Gained experience in event planning, event marketing, vendor relationship management, graphic design

Distribution Coordinator   **2012-2015**
Civeo, Edmonton, AB

♦ Responsible for ordering 1 million dollars' worth of food product inventory every month

♦ Lead negotiations and facilitated meetings that resulted in a 9% reduction in costs year over year

♦ Ensured the organization and efficiency in all digital administrative work

Marketing Coordinator   **2010-2012**
Enactus Canada, Toronto, ON

♦ Performed office administration duties, office ordering and management, reception and inquiries, marketing administration

♦ Increased fundraising dollars by 125% through leading the implementation of a new fundraising strategy

EDUCATION

- **Business Administration, Marketing, Diploma**, NAIT, Edmonton, Alberta   *2016*

Community Volunteer Experience

- Independent Volunteer, Stonewall Anniversary Rally and March   *2019*
- E2 Refugee Camp, Athens, Greece   *2016*
- Shelter Volunteer, Victoria Cool Aid Society   2014