

Timothy J. Catoggio

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Finance
GPA: 3.46

ACTIVITIES & AWARDS:

Member, Golden Key International Honour Society, November 2013
Founder and VP of Recruitment, Students in Free Enterprise (SIFE) team, University of Delaware, November 2011
Founding Father and Member of New Member Committee, Delta Tau Delta, Delta Upsilon Chapter, University of Delaware, Fall 2010

EXPERIENCE:

NORTHAMPTON TOWNSHIP, Richboro, PA

Assistant Manager, Pool Operations Summers May 2006 - Present

- Open and close the swim club, vacuum the pool in the morning before opening, monitor staff to ensure proper health codes are followed in cleaning of the facility and serving of food, check the pool's chlorine and pH levels, as well as maintain and repair the chlorine pumps and pool filters
- Hired as Concession's Clerk before being promoted to Lifeguard the next summer, shortly after promoted to Senior Guard, awarded Assistant Manager before the summer of 2012
- Schedule a staff of up to 30 employees to work as senior guards, lifeguards, lessons instructors, front desk clerks, as well as in concessions for over 300 campers from the local recreation centers and day care centers in addition to our growing membership
- Create, distribute, and enforce the rules of the pool to all of our staff members, pool members, as well as counselors and campers; contribute to annual updates in our staff manual

Red Cross Lifeguard Instructor July 2011 - Present

- Hold courses for both certification and re-certification in Lifeguard/First-Aid as well as CPR/AED multiple times each of the past two years
- Schedule and hold trainings for current and potential staff members, assess and test in the fields of lifeguarding, CPR, AED, and first aid skills at least once a month during the season, provide input on hiring new staff members
- Oversee the staff members performing in any emergency situation if not directly involved; complete, sign approval, and file all necessary paperwork associated with the incident, and providing a follow up with the involved persons

LEARNING EXPRESS, Richboro, PA

September 2012 - May 2013

Retail, Sales

- Maintain customer relations, know the inventory and appropriate ages for all merchandise, know the catalog and all current sales on products, assist customers with purchases, run the register, wrap gifts, answer phone calls, provide assistance to any and all customers
- Hired as holiday help, asked to stay on the staff permanently
- Restock and Merchandise the display shelves as often as possible, organize the store room, assemble various products for customers, process manual transactions when computer system fails or power goes out

SKILLS:

- Microsoft Word, Excel, PowerPoint
- Certified Red Cross Lifeguard Instructor, July 2010