Kevin P. Duffy

267-373-8522

EDUCATION

TEMPLE UNIVERSITY - Fox School of Business, Philadelphia, PA Bachelor of Business Administration Graduation: May 2025 Major: Management Information Systems | Minor: Supply Chain Management Selected Courses: Digital Systems, Integrated Marketing Communications, Intro to Risk Management, Business Communications

MONTGOMERY COUNTY COMMUNITY COLLEGE - Blue Bell, PA

Graduation: May 2023 Associates of Business Administration GPA: 3.21 Awards: Dean's List: Spring 2021 & Spring 2023 Selected Courses: Public Speaking, Principles of Management, Principles of Marketing, Business Software Essentials

EXPERIENCE

R&S PROPERTY SERVICES, Pottstown, PA Landscape Laborer

- Communicated and established the most efficient ways to cut six large HOA properties with four crew members to meet deadlines on time.
- Adhered to predetermined landscaping designs in all maintenance tasks and performed them to specific standards.
- Operated Walk behind and sit down zero turn mowers and consistently maintained the machines daily. ٠
- Planted flowers, grass, and bushes; applying fertilizers to enhance growth, spraying pesticides to prevent bug and pest attacks; trimming shrubs, pulling weeds, and performing related maintenance tasks as required.

NICKETT LANDSCAPING, Doylestown, PA

Crew Member

- Led a crew of eight guys and performed extraordinary landscaping work on 270 cliental properties in 3 months.
- Established lawns by mulching, aerating, weeding, grubbing, and removing thatch.
- Carefully dug in and installed drainage pipes with the correct pitches to ensure proper drainage.
- Used hand tools such as shovels, rakes, pruning saws, hedge and brush trimmers, and axes. ٠

RESAWN TIMBER CO., Telford, PA

Production Associate

- Led a crew of 3 guys to complete jobs up to the specifications desired by the customers and ensured that the crew was producing at least 1,000 square feet of wood needed per day.
- Maintained job sheets and kept them up to date during the process of completing the job. ٠
- Applied a variety of different stains on products, while creating custom stains for clients. •
- Ran products through roll coaters, burners, sprayers, brush machines, etc. ٠

U.S. ARMY, Ft. Campbell, KY

Indirect Fire Infantryman

- Served as the primary gunner in a five-man team and maintained 100% accountability of all assigned equipment worth more than \$20,000.
- Determined elevation and grid azimuths with maps and map overlays while directing supporting fire to suppress enemy fire and allow troops to maneuver within action area.
- Achieved the covenant Air Assault Badge ٠
- Earned two Army Achievement Awards (AAM)

SKILLS

Software: Microsoft Word, Excel, PowerPoint, Access

Aug 2017 – Dec 2020

May 2022 - August 2022

May 2023 - August 2023

May 2021 - August 2021