

CODY SAMUEL RUFFING

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EDUCATION:

University of Dayton, Dayton, OH

Bachelor of Science in Business Administration

(May 2018)

Major: International Business and Human Resources Management

GPA: 3.87

Minor: Sustainability, Energy, and the Environment

Honors: River Institute 2018 Cohort, Dean's List-4 years, Mary Shay Scholarship, Study Abroad in China (3 weeks)

EXPERIENCE

Frosty Valley Golf Links Pittsburgh, Pa

Assistant Manager

(August 2013-Present)

- Maintain family business website and establish broad social media presence
- Develop yearly marketing plan and organize calendar of events
- Initiate and execute hiring process and assist in payroll submissions
- Manage operations of pro shop and maintenance facility
- Train and supervise all cart boy and pro shop staff

Trails Carolina, Brevard, NC

Wilderness Field Instructor

(May 2018-January 2019)

- Taught backpacking skills, low-impact camping ethics, yoga, and mindfulness practices
- Facilitated team building activities and group therapy for adolescents
- Led groups of 6-12 students on backpacking excursions
- Maintained constant safety standards and supervision of students

Rivers Institute, Dayton, OH

(May 2017-August 2017)

Summer Leadership Intern

- Planned and guided river and lake kayaking excursions for various age groups
- Collaborated with intern team to plan and execute effective teamwork and leadership
- Educated local youth in the region about water quality management preservation
- Organized educational and creative programming for at-risk youth in the Dayton area

University of Dayton Outdoor Adventure Club, Dayton, OH

Leader of Operations

(February 2015-May 2018)

- Coordinated, planned, and safely executed over outdoor recreation and environmental service trips for 400 members each year (multi-day backpacking, hiking, canoeing, and kayaking)
- Managed group dynamics with effective leadership and communication
- Designed effective leadership structure for the organization
- Selected future leaders and trained them with proper outdoor leadership skills and knowledge

Crown Castle Inc., Canonsburg, PA

Supplier Diversity Intern

(May 2016-August 2016)

- Communicated with new vendors to begin and complete qualification process
- Managed and organized diverse vendor certifications within company system
- Updated vendor portfolio to display organized and correct information

Flyer Enterprises, Dayton, OH

Corporate Sustainability Officer

(August 2017-May 2018)

- Established five year strategic action plan to reduce waste at 12 divisions across company
- Communicated with divisional managers to implement effective composting and recycling systems
- Created sustainability focused educational programs and material for over 150 employees