

MACKENZIE HODGSON

Toronto, Ontario · (647) 451-4216
Hodgson_Mackenzie@icloud.com

EXPERIENCE

MAY 2022 – SEPTEMBER 2025

OPERATIONS MANAGER, ROB WILLITTS SALES LTD.

Oversaw the e-commerce department. Some of my duties included training staff, reaching sales targets, inventory management, shipping and receiving with various couriers, and handling customer inquiries.

AUGUST 2020 – APRIL 2022

STORE ADMINISTRATOR, ESPEY HOLDINGS INC.

Responsible for budgeting, payroll, scheduling, ordering, audits, onboarding, as well as many other administrative tasks for the owner.

SEPTEMBER 2019 – JANUARY 2020

ADMINISTRATOR, MINISTRY OF GOVERNMENT AND CONSUMER SERVICES

This was an internship role where I applied my knowledge in a professional setting. I was responsible for handling and processing annual returns for businesses.

SEPTEMBER 2015 – AUGUST 2020

MANAGER, PARTY CITY

Responsible for a high-volume retail store looking over scheduling, inventory control, strategic seasonal planning, cash balancing, as well as overlooking all employees.

EDUCATION

EXPECTED JUNE 2027

COMPUTER PROGRAMMING AND ANALYSIS, GEORGE BROWN COLLEGE

Pursuing an advanced honours diploma centered on software engineering principles, web technologies, and system design to prepare for a career in modern application development.

JUNE 2020

EXECUTIVE OFFICE ADMINISTRATION, SENECA COLLEGE

Focused on gaining technical knowledge and administrative tools to excel within the professional corporate field, as well as successfully completing an internship with the Government of Ontario.

PROFESSIONAL SKILLS

- Excellent verbal and written communication
- Strong analytical and debugging skills
- Excellent time management and attention to detail
- Strong Leadership/Mentorship abilities

TECHNICAL SKILLS

- **Web & Programming:** HTML, CSS, JavaScript, Python, C#, Java, ASP.NET
- **Version Control:** Git, GitHub
- Data Structures, Algorithmic Logic, Software Engineering Principles