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# Toby Kirkland

## Professional Experience

1993–1996 CID, Inc. West Columbia, SC

Job Foreman

- Ran crews on site for commercial construction projects
- Calculated job costing and man-hours to increase productivity
- Physically worked on projects with multiple crews

1996–1999 CID, Inc. West Columbia, SC

Senior Project Manager

- Led teams on multiple projects simultaneously that at times totaled over seventy workers.
- Handled all Human Resources
- Was solely responsible for multimillion dollar projects handled by CID including, but not limited to, schools, movie theaters, and industrial facilities
- Estimated projects and made all project decisions for CID

1999–2001 First Choice Contractors, Inc. West Columbia, SC

Vice President/Senior Project Manager

- Estimated residential design-build projects
- Handled all Human Resources
- Company liaison to the home owners
- Managed the physical construction of all residential projects
- Controlled cash flow on all residential projects
- Managed all subcontractors, contracted to complete residential projects

2001-2005 First Baptist of Lexington Lexington, SC

Director of Students and Families (Grades 7-12)

- Responsible for the growth and development of over 100 students and their families
- Created and implemented large national and international events with multiple organizations and churches represented
- Led creative teams for curriculum design and event production
- Built, motivated and managed volunteer staff
- Designed and implemented marketing plans consisting of multiple pieces and media

- Responsible for maintaining and creating a high level of program excellence
- Filmed and produced professional advertisement and training pieces
- Implemented new technology (e.g. streaming video, video simulcast, network development, inter-office communication techniques, handheld device deployment and maintenance, etc.)
- Designed youth curriculum
- Stage design for large events
- Sound and lighting design, purchase, and installation
- Created yearly departmental budgets
- Interviewed potential staff members
- Trained FBC full time and volunteer staff for positions in administration, web design, graphics design, music theory and comprehension, computer upgrade and maintenance, large group communication, program development, stage and room design, etc.
- Led construction projects in the U.S. and abroad (orphanages in Dominican Republic, school up fit in Thailand, classroom facility at FBC, etc.)
- Led multiple service projects in Asia and Central America
- Church-wide web design and implementation
- Designed and implemented all technological advancements associated with staff and production needs.
- Led weekly presentations
- Led music during services. This included directing a full band and composing the music for the service
- Many other tasks

2005-2007                      First Baptist of Lexington                      Lexington, SC  
 Director of Sr. High and College Students (similar description as above)

2007-2009                      Clemson University                      Clemson, SC  
 Director of Staff Development

- Served on Executive Management
- Responsible for staff trainings at YLI
- Directed team meetings for staff
- Participated in seasonal staff development relating to youth development

2009-2012                      Clemson University                      Clemson, SC  
 Director of Marketing and Information Technology

- Served on Executive Management
- Responsible for all print marketing materials for YLI
- Directed web development and design for all YLI programs and sites

- Directed promotions for all YLI sites and programs
- Lead software development team for external web development projects
- Directed quarterly team meetings for Director-level staff
- Develop presentations for new program contracts
- Manage the Information Technology Team that services hundreds of machines

2012-Present                      Clemson University                      Clemson, SC  
 Chief of Staff

All duties listed above plus...

- Serve on Associate Executive Director Team
- Direct the YLI budget and CFO
- Secure external software development contracts

Education

2014-2016                      Clemson University                      Clemson, SC

- M.S., Youth Development Leadership in the College of Health, Education and Human Development

1993-1997                      University of South Carolina                      Columbia, SC

- B.S., Computer Information Systems in the College of Math and Science

Licensing

- Licensed Pastor since October 2001
- I have had an active Qualifying Party Certificate to practice General Contracting for over 5 years.
- I am a licensed General Contractor through Cage Construction, Inc.
- License No. 110946

Other Skills, Interests, or Qualifications

- I have managed and lead up to 100 employees while employed at First Choice Contractors. This included interviewing, hiring, firing, developing, training, and evaluating staff.
- I have managed multiple individual projects whose budgets exceeded \$1 million simultaneously
- I have a current General Contractor license in SC
- I have led teams in almost any type of current church-based programming.
- I am very skilled with computers, software, networking and electronics.
- I play acoustic guitar, electric guitar, and drums.
- I am a strong teacher and equipper.
- I believe that things should be done with excellence and that

one should always leave an organization or facility better than he found it.

- I am very organized. I am a strong administrator, decision maker, and leader
- I am willing to serve and do not consider myself above any job that needs to be completed.
- I am a motivator.
- I am a life-long learner through educational institutions, books, online resources, seminars, mentors, and conferences.