

Kelly Lineberry

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Education:

Coding Bootcamp

University of Denver
Denver, CO
April 2020

Work History:

Starbucks

Barista
Denver, CO
February 2020 - Current

Denver Comedy Works

Usher/Host
Greenwood Village, CO
January 2020 - Current

Ferguson Enterprises

Credit Manager
Aurora, CO
March 2018 - October 2019
Credit Trainee
Roseville, MN
July 2017 - March 2018

Lynchburg College

Graduate Assistant
Lynchburg, VA
August 2015 - May 2017
Human Resource Intern
Lynchburg, VA
May 2016 - August 2016

Outside Hilton Head

Kayak Guide & Retail Intern
Hilton Head, SC
May 2014—August 2014

Relevant Projects & Work Experience:

Credit Associate

Multiple Locations, MN & CO

- Built excel macros to help with the efficiency of the department
- Managed a monthly volume of \$13 million in Account Receivables
- Built and maintained strong relations with customers, sales force, and operations force through honest and open communication
- Founding member of the Credit Culture Committee—a group focused on engaging associates in the Ferguson Credit culture, values, & goals
- Served on the DenverConnects team to provide social and volunteer opportunities for associates in the area

Graduate Assistant: Campus-Wide Programming **Lynchburg College**

Lynchburg, VA

August 2015 – May 2017

- Built the wireframe for the webpages for The Office of Student Activities
- Coordinated 50+ partnered events per academic year by navigating outside contracts and maintaining cross-campus relationships
- Increased the number of events by 123%, average attendance by 20%, and cut cost by 41%
- Regulated contract negotiations between students and outside vendors to foster new business relationships & monitor contractual obligations
- Executed bi-annual personnel training to develop and improve team performance, relationships, and to bring focus to organizational goals

Human Resource Internship

Lynchburg, VA

Lynchburg College

May 2016 – August 2016

- Examined human resource webpages of a variety of colleges to begin the process of building an external webpage and consolidated department information for display
- Reduced 75% of the labor hours needed to create student employment contracts by creating a system in Google that auto-fills information from the college's VAS system

Retail Associate and Kayak Guide

Hilton Head Island, SC

Outside Hilton Head

May 2014 – August 2014

- Interacted with brand representative to build product knowledge to better communicate with and serve customers
- Built an interactive experience for groups of 2 to 24 on an ecological and historical kayaking adventure through local tidal creeks