

LYDIA KENNEDY

Mobile Phone: 615-429-0999 ~ lydiakennedy2@gmail.com

KEY SKILLS

- Project management
- Organizational and leadership skills
- Formulate and implementation of strategies
- Staff coaching and management

EXPERIENCE**Concierge Coordinator for IT, HCA via Staffmark 2018 – 2020**

- Greet HCA IT Team and HCA guests
- Assist IT team with Hummingbird Application
- Monitor “Teams” communication program
- Coordinate with Desktop Services

Grant Analyst, HCA’s Hope Fund via Staffmark, 2017 and 2018

- Case management for Hurricanes Harvey, Irma and Maria
- Document review
- Review, monitor, and administer grants including application

approval

After School Program, Martha O’Bryan Center, Nashville, TN 2013-2015

- Designed a syllabus and tutored children ages 7-10 in math, art and English

Pharmacy Benefit Manager, CVS Caremark, 2009-2012 Nashville, TN

- Expertise with Aetna Medicare, Silver Script, Blue Medicare RX drug plans
- Ensure adherence to policies for attendance and established procedures
- Measure performance of staff with key metrics
- Prepare monthly, annual and performance reports
- Incorporated procedures to keep staff motivated

Sales Associate, Expo Design Center, 2003-2009 Nashville, TN

- Merchandising for seasonal updates to product displays, sample selections, and window design
- Product recommendations

EDUCATION

- 2003 Watkins College of Art and Design, B.F.A., Fine Arts, Nashville, TN

AWARDS

- 2006, 2008 Recognizing Excellence Award, Nashville’s Design Expo Center, TN
- 2003 Critic’s Pick, Nashville Scene, Senior Thesis Art Exhibition
- 2003 Recipient of awards for featured exhibitions, and published works in art and photography.

HOBBIES

- Performing arts, visual art, photography, gardening, travel

