

**Coleman Kendrick** Phone: (832) 257-7858 Email: colemankendrick@outlook.com

## **EDUCATION**

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C. T. Bauer College of Business, University of Houston, Houston, Texas  
B.B.A. in Management Information Systems, **May 2017**  
Major GPA: **3.75** Cumulative GPA: **3.53**

## **AWARDS**

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Dean's List: Spring 2016, Fall 2015, Spring 2015, Spring 2014  
Academic Excellence Scholarship: 2016, 2015, 2014, 2013

## **EXPERIENCE**

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**Associate Consultant** **January 2016 – July 2016**

*Neudesic – Amerishore*

### **Stericycle**

- Interpreted information from clients to build a unique web form for medical and construction related call centers
- Led team of over 20 interns in a quality assurance task over previous data migration work

### **American Cancer Society**

- Provided Tier 2 technical support to volunteers and employees
- Interfaced with an internal development team to help identify bugs on web applications and a mobile application

### **Other**

- Completed in-house training in SQL, SharePoint, and QA
- Researched the consulting field to create onboarding material on relevant skills and topics

**Regional Supervisor**

**May 2016 - Present**

*Sweetwater Pools Inc.*

- Accountable for the safety, maintenance, and cleanliness of 5 pool facilities
- Trained 24 employees on customer-service skills, life-saving skills, and pool maintenance
- Performed all responsibilities of a Pool Manager and Lifeguard

**Pool Manager**

**May 2012 - September 2015**

*Sweetwater Pools Inc.*

- Directed the neighborhood's annual Fourth of July party of over 100 patrons to ensure activities ran smoothly
- Reviewed employees' life-saving skills regularly during weekly in-service trainings
- Fostered a positive environment for 4 years that led to a trusting relationship with the neighborhood and employees

**Sole Proprietor**

**January 2013 - September 2013**

*Elobuddy - Website*

- Developed a website using HTML and JavaScript which transformed into a profitable business generating \$8,000 of revenue each month
- Received positive feedback for customer service and punctuality from over 600 customers
- Subcontracted orders to 62 associates around the globe to successfully fulfill demand

## **LEADERSHIP AND AFFILIATIONS**

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**Technology Officer**

**August 2016 – Present**

*Management Information Systems Student Organization (MISSO)*

- Maintain the organization's website and internal custom CRM
- Provide support and advice for the organization's technology related needs as well as lead a committee of 5

**TP1 Education Officer**

**January 2016 – May 2016**

*Management Information Systems Student Organization (MISSO)*

- Utilized Agile Methodology to organize work throughout the semester while participating in weekly SCRUMs
- Hosted weekly tutorial sessions for members covering material such as HTML, CSS, JavaScript, and XML

## **SKILLS**

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**Technical:** HTML, CSS, JavaScript, Java, SQL, XML [**In Progress** - ASP, C#, Ruby on Rails, LAMP Stack]

**Technologies:** Visual Studio, SharePoint, Microsoft Office Suite, [**In Progress** - GitHub]