

BRANDEN KENNEDY

Kelowna, BC V1X5P6 • (778) - 214 - 5122 • brandenk88@gmail.com

Professional Summary

I am an organized and dependable person successful at managing multiple projects with a positive attitude and a high degree of accuracy. Willingness to take on added responsibilities to meet team goals. Seeking to maintain a part-time position that is challenging and rewarding.

Skills

- Multi-tasking
- Attention to detail
- Teaching/giving direction
- Communication
- Conflict resolution
- Organization
- Time management
- Self-Motivation
- Leadership
- Management of multiple crews of people
- Project Planning
- Marketing for a business, acquiring leads and following through with them
- Problem-Solving
- Social Perceptiveness
- Teamwork and Collaboration

Work Experience

Project Coordinator/Office Administration, 03/2023 to 09/2024

Island Installations – Kelowna

- Duties: Delivery of tools and machinery to ensure jobs were fully set up, purchasing and filling out POs, tracking of fixes in Excel if a project needed fixes VIA pictures and blueprints
- Skills acquired: Delegation, time management, excel, accountability

Server/Bartender, 09/2022 to 03/2023

Milestones – Kelowna

- Duties: Server, Bartender
- Skills acquired: Time management: serving up to 8 tables simultaneously, bartending while serving the lounge area. Proper steps of service, food knowledge, wine and drink knowledge, opening and closing of a bar/restaurant.

Owner/Operator, 01/2020 to 09/2022

Student Works Painting – Kelowna

Owner/Operator of a Student Works Painting franchise. Selling and producing over \$350000 of painting projects.

- **Duties:** Marketing (cold calling, social media, money letters, referrals, etc.), estimating residential and commercial projects, recruiting, hiring and managing multiple crews of painters, assessing income and expenses and adapting plans to improve profit levels, client relations, and payroll,
- **Skills Acquired:** Management and leadership of multiple teams, delegation, time management, accountability, sales, client relations/customer service, estimation, attention to detail.

Customer Service, 03/2017 to 05/2019

The Energyplex – Kelowna

- **Duties:** Customer service at the front desk, cashier, cleaning, opening and closing, kitchen, updated customer service database with new information, address changes and contact details.
- **Skills acquired:** Customer service, patience, attention to detail, organization, cleaning, opening and closing, food preparation

Education

Secondary School: Computer Science, Expected in 05/2026

University of British Columbia - Okanagan - Kelowna, BC

I am currently studying Computer Science at the University of British Columbia - Okanagan

- Dean's List, Winter term 2023-2024

High School Diploma: 06/2017

Rutland Senior Secondary - Kelowna, BC

References

Caro Brouwer

Owner/Manager of The Energyplex
(250) – 808 – 9014

Julien Tremblay

Owner of Island Installations
(250) – 870 - 3580

Ryan Beach

District Manager of Student Works Painting
(236) – 330 - 0694