

KELLY LINEHAN

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20 Par Lane Novato, CA 94949

EDUCATION

University of Colorado, Boulder

Expected graduation date: 05/2016

Bachelor of Arts in Communications; Minor in Technology Arts and Media

- Completed Certificate program in Advertising (2014)
- Certified Apple Application Developer
- Member of CU Mobile makers club
- Member of CU Buffs Professional Program

Novato High School and Marin School of The Arts, Novato

06/2012

Student of the Visual Arts and Dance Department

- Winner of Visual Art Showcase (2012)
- Received a 4 in AP Visual Arts
- Voted class choreographer for Annual Showcase by fellow peers (2010)

WORK EXPERIENCE

Sumits Yoga, Novato, CA

06/2014-Present

Yoga Instructor

- Senior yoga instructor (2nd hired employee); in charge of on boarding, training, and mentoring new employees.
- Independently organized, promoted, and structured the inaugural 'Alignment Workshop' which sold out in less than 24 hours.
- Help market studio through social media outlets (created and maintain Facebook and Twitter accounts).

Get Around, San Francisco, CA

05/2013-08/2013

Summer Intern: Advertising and Marketing Intern

- Worked in a team setting to promote awareness of Get Around and its company promotions through grass roots marketing.
- Practiced communication skills and crisis management to ensure effective execution of marketing activations.
- Learned the in and outs of the Sharing Economy Industry and researched the marketing efforts of competitors (Uber, Lyft, Air B and B).

Eyewish Optometry, Novato, CA

08/2010-07/2013

Receptionist

- Demonstrated positive customer relations and worked with a team and provide excellent customer service while managing high volumes of patients.
- Used in-person and over the phone crisis management when helping customers, to turn a bad experience into a positive one.
- Responsibilities include managing digital and physical patient files, office management and maintaining storage facilities.

Sol Food Puerto Rican Cuisine, San Rafael / Mill Valley, CA

04/2010-07/2013

Waitress, Hostess

- Main responsibilities included taking orders on the line, and creating small conversations with costumers. Reputation for putting guests at ease, handling large crowds, and maintaining composure in stressful situations.
- Demonstrated multitasking and prioritization skills with large volume of costumers in fast-paced environment, having to preform multiple tasks, cleaning, seating guests, being the cashier, food runner, and busting tables.

- Provided clear, polite, and positive communication with diverse guests and co-workers to ensure a positive dining experience.

SKILLS AND CERTIFICATIONS

- Certificate in Advertising and Social Media
- Can code in HTML4 and HTML5
- Proficient in Java, Python and Swift
- Proficient in Photoshop
- Certified Apple Developer
- Edited movies in iMovie
- 200 Hour Certified Yoga Alliance Instructor