**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 and 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 Rafeal / Mill Valley, CA* **04/2010-07/2013**

**Waitress, Hostess**

* Main responsibilities included taking orders on the line, and creating small conversations with costumers.
* Demonstrated multitasking and prioritization skills with large volume of costumers in fast-paced environment
* 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 Java, Python, Swift, HTML4 and HTML5
* Proficient in Photoshop and iMovie
* Certified Apple Developer
* 200 Hour certified yoga instructor