

Michael Andrew Kelly

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EDUCATION

University of New England, College of Arts and Science, Biddeford, ME
Bachelor of Arts in Political Science

May 2014

RELEVANT WORK EXPERIENCE

Hollister Company, Newington, NH
Store Manager

2015-2016

- Developed a team of twenty store associates and two Assistant Managers with an emphasis on both customer service and interaction. Under this plan, Hollister in Fox Run, NH, sales metrics and customer satisfaction increased by 50%.
- Scheduled our staff in such a way to maximize productivity. Analyzing staff patterns and productivity to improve staff dynamic and scheduling efficiency.
- First store in New England District to reach sales goals recognized nationally by Hollister Company.
- Youngest Store Manager in Region history.

Abercrombie and Fitch, Newington, NH
Assistant Manager

2014-2015

- Increased clearance sales after given full reign of all set ups and merchandise relating to clearance
- Interviewing of all potential staff, as well as training those that passed initial interview.
- Control of 50% of "Updates" to stores, which are when merchandise is moved to make room for new inventory, through the physical alteration of the store.

Polo Ralph Lauren, Kittery, ME
Sales Lead (Stock Lead)

2016

- Ran small team during mornings to unpack, label, and tag each item of new merchandise that came into our store (one to three thousand units)
- Controlled total inventory systems, making sure new items arrived in a timely manner, and that there was a place on the floor for them.

Senator Collin's Office, Biddeford, ME
Intern

2014

- Constituent facing role, in which I would take notes on any given issues and pass them along to a staffer
- Created relationships with various Maine based government organizations to both better understand their purpose as well as assist our constituents further
- Liaison with DC office as well as other offices throughout the state of Maine

LEADERSHIP & ACTIVITIES

Chucky's Fight, Seabrook, NH
Advisor

Summer 2016

- Created official letter of correspondence to coordinate donated goods from companies and private entities
- Worked primarily in outreach correspondence
- Assisted in the day to day operations of coordinating a food kitchen

- Helped to create a network of halfway houses, in-patient, and out-patient treatment centers to assist in our goal to place recovering heroin addicts in situations that they could improve their lives.

University of New England, Biddeford, ME

Summer 2013

Pre-Law Program Advisor

- Acted as paid Residential Advisor and tutor for a program of 12 high school students
- Coordinated day to day schedule of students including class, study, recreation, and travel
- Created a study program for pre-law that is still used for current iterations of the program
- Supervised by head of the Political Science department

SKILLS

- Conflict Resolution and Interpersonal Skills
- A drive to learn and improve on a daily basis
- Adaptive to any situation or role required
- Proficient in Microsoft Office, Excel, Outlook, Lotus Notes