

KALLY LINDERWOOD

Skills

- Excellent time-management skills developed as a full time student while maintaining a high GPA.
- A hard working business management professional with record-keeping experience.
- Acquired hands on experience hiring and training employees.

Education

Bachelors of Science: Business Management

May 2015

Northwest Missouri State University- Maryville MO

- Financing 75% of education by working 25-30 hours a week.

Work Experience

Assistant Manager

Beach Tanning | Maryville, MO

July 2012 - Present

- Schedule appointments for over 50 customers per day.
- Follow the opening and closing procedures for the tanning station.
- Perform inventory and restock tanning lotion and tanning bed cleaner as necessary.
- Grant customer satisfaction.
- Acquired the skill to work alone and balance the cash drawer efficiently 1000+cash.

Sandwich Artist

Subway| Maryville MO

April 2012 - August 2012

- Pleasantly and courteously interacted with customers by taking orders in a fast paced environment.
- Prepared sandwiches, soups, and breakfast biscuits according to customers' requests.
- Handled currency and credit transactions quickly and accurately 100+cash daily.
- Learned to work efficiently under pressure while handling multiple orders.

Farmhand/Bookkeeper

Binder Farms | Rulo, NE

January 2003 - April 2012

- Completed and mailed bills, contracts, policies, invoices and checks.
- Single handedly logged semi books to show miles driven and bushels sold.
- Ran power tools and heavy machinery to build sheds and fix equipment used on the farm.
- Operated heavy equipment, including motor graders, heavy loaders, bulldozers and tractors.
- Accustomed to working 8-10 hour days in inclement weather conditions.
- Developed team work by working in a group environment to accomplish levee building/grain pouring.

Accomplishments/Volunteer Experience

- Member of Sigma Sigma Sigma at Northwest Missouri State University January 2013- Present
- Committee Chair (T-shirt & intramural) February 2013-Present
- Salvation Army Volunteer November 2010- Present
- Teach Sunday and Vacation Bible School July 2008- Present
- Animal Shelter Volunteer August 2011- Present
- Organized FCA middle school August 2009- May 2011
- Achieved leadership position in Fellowship of Christian Athletes (FCA) August 2007- May 2011

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