

## Contact

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## Top Skills

Subject Matter Experts

Administrative Assistance

Sensitive Information

## Honors-Awards

Phi Theta Kappa International Honors Society

Art Honors Society

# Kayla Holdaway

Work Management Lead at Pike Corporation & Animation Mentee.  
Mount Airy, North Carolina, United States

## Summary

10+ years in the Utilities Industry focusing on leadership, work management, project controls, project setup, payroll, and billing. Thinking proactively I implement internal procedures that improve my teams accuracy and efficiency while simultaneously keeping team morale high.

Adept in Microsoft Applications, Oracle, Maximo, and Dynamics. Beginner level knowledge of Maya and Procreate. Quick to learn new software and contract terms. Great at note taking, listening, and learning from mistakes.

Introduced internal checklists leading a team of up to 7+ employees to reduce weekly billing rejections by over 30%.

Also seeking internships and/or apprenticeships to further my education in the Digital Effects, Illustration, and Animation Industry.

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## Experience

Pike Corporation

10 years 3 months

Work Management Lead

December 2021 - Present (3 years 3 months)

Work Management Technician

May 2019 - December 2021 (2 years 8 months)

Project Control Specialist

February 2018 - May 2019 (1 year 4 months)

Project Setup Clerk

September 2017 - February 2018 (6 months)

Billing Clerk

December 2014 - September 2017 (2 years 10 months)

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## Education

Forsyth Technical Community College

Associate of Science - AS, Animation, Interactive Technology, Video Graphics and Special Effects · (2022 - 2024)

Surry Central High School

· (2006 - 2010)

Animation Mentor

In progress, Animation, Interactive Technology, Video Graphics and Special Effects · (August 2023 - September 2024)