

Laura Holman

BA Biology and Exercise Physiology

Freeport, FL 32439

lauraholman1977@gmail.com

+1 850 502 1543

Professional, self-motivated, and work well independently or in group settings. Work experience includes management, water runoff testing for OSHA compliance, communication and customer service, and adult education. Obtained a Bachelors' degree in Biology and Exercise Physiology from University of Texas Arlington, and looking to expand my knowledge into environmental sustainability, with a focus on marine life and patterns that represent growth or decline, abundance or minuscule, and applying this for success on a personal and community level.

Willing to relocate to: Panama City Beach, FL - Arlington, TX - Tennessee

Authorized to work in the US for any employer

Work Experience

Retail Sales Associate

AT&T Authorized Retail - Santa Rosa Beach, FL

October 2015 to May 2021

for Live Mobile, LLC responsible for wireless sales and diagnostics

- Customer service for new and existing customers as well as tech support
- Responsible for cell phone, DirectTV, U-verse, and business sales
- OPUS mobile and RQ4 POS experience
- All duties pertaining to opening and closing the store

First Mate/guided sailboat tours

Nathaniel Bowditch/Island Time - Okaloosa Island, FL

May 2018 to September 2018

Customer service for patrons in addition to handling the sailing and safety of the crew. This boat is a 47 ft sailboat, born 1991. Gaining sea time for Merchant Marine Captain License.

General Manager

American Transmission/Uhaul - Arlington, TX

July 2014 to October 2015

- Provided Texas state mandated vehicle inspections including emissions testing
- Oversaw all functions of the Uhaul business including sales, financial reports, customer service, equipment maintenance and staff development.

Medical Data Entry Specialist

FileExpert - Arlington, TX

July 2013 to May 2014

- Intake medical claim forms and organize information on new pdf filing system
- Assign each file to appropriate medical doctor

- Oversee and communicate with medical doctors to insure proper filing and address individual medical needs and claims

Independent Personal Trainer

DbA; independent contractor - Arlington, TX

June 2003 to May 2013

- Development and implementation of exercise program with specific short and long term goals.
- Personal Fitness Training programs designed with individual attention, education and motivation
- Stressing the importance of consistency with the ability to adapt to changing situations, providing support until goals are accomplished
- Certified in all aspects of health and fitness, including kickboxing, water aerobic, and special needs that require one on one attention.

Lead Instructor with emphasis on Curriculum Development

ATI Career Center - North Richland Hills, TX

April 2008 to May 2009

- Developed curriculum, designed and taught the effects of varying training styles in a biomechanics lab. Education for adult students that prepared them for careers upon graduation with recognized diplomas from leaders in sport science such as Certified Strength and Conditioning Specialist (CSCS) and National Academy of Sports Medicine (NASM)
- Created a syllabus that included anatomy and physiology, biomechanics, business and marketing, nutrition, professionalism in the workplace, and included program design for clients in lab environments
- Organized scheduling, syllabus, tests, grades, and general academic progression of each student as well as overseeing the needs of the program such as book and equipment orders

Sales, Specimen Intake, Final Report Editor

Armstrong Forensic Laboratory - Arlington, TX

November 2007 to April 2008

- Evidence handling including receiving/reporting
- Preparing documents for clients that reflect protocols practiced in the laboratory
- Maintaining clients' needs including distribution of media, containers, samples, etc
- Lab tests included detection of accelerants as it pertains to fires/arson, mass spectrometry used to detect the presence and quantify heavy metals in manufacturing plants' water runoff, requiring samples taken during inclement weather.

Undergraduate Teaching Assistant

University of Texas Arlington - Arlington, TX

January 2003 to August 2006

- Assist Professor in set up, demonstrating techniques for environmental studies, observations, collecting appropriate specimens, identifying and categorizing plant species, the correct steps needed to prove or disprove a hypothesis using scientific method.
- Overseeing safety protocols for equipment handling and use.
- Preparing the lab before class so students seamlessly transition from one station/cognitive assignment to next as this is a very hands on approach to plant and life sciences.

General Manager/Head of Sales

New Woman Fitness - Lake Worth, TX

February 2001 to February 2002

- General Manager of an exclusive fitness facility for women.
- Managed sales department in addition to all aspects of the facility including:
- Supervised outside sales and personnel including, personal trainers, receptionist, childcare staff
- Director of marketing and promotions

Assistant Property Manager/Bookkeeper

L.Duff Enterprises - Kerrville, TX

1998 to 2001

for property management company that oversaw 7 different properties

- Assistant property manager to the companies' largest complex

Education

Bachelor's in Biology/Exercise Physiology

Arlington, TX

September 2004 to August 2007

Skills

- Property Management (3 years)
- Customer Service (8 years)
- Management (8 years)
- Sales (8 years)
- Microsoft Word
- Teaching (3 years)
- Data entry
- Laboratory experience
- Data collection
- Personal Training
- Physiology Knowledge
- Curriculum Development
- Group Fitness
- Anatomy Knowledge
- Research
- Sports Coaching
- Recruiting
- Bookkeeping
- Research & development
- Supervising experience
- Outside Sales
- Medical Terminology
- Program Development

- Transmissions
- Heavy lifting
- Tutoring
- Yoga
- Account Management
- Lifeguard
- Swimming
- Program Design
- Presentation Skills
- Administrative Experience
- Leadership
- Medical billing
- Medical office experience

Certifications and Licenses

National Academy of Sports Medicine personal trainer

May 2010 to Present

Current Florida driver's license in good standing

August 2018 to August 2028

Marine Merchant assistance in Destin Harbor while gaining sea time for my Captain License

May 2018 to May 2021

Boat chargers and sunset cruises with appreciation and special educational trips with a focus on the local marine wildlife

PADI certified Scuba Diver

March 2012 to March 2015

Open water diver, learned dive techniques, equipment safety, and proper communication in an underwater environment.

Lifeguard/Lifeguard Instructor for First Aid/CPR/AED

March 1996 to November 1997

Red Cross certified Lifeguarded at an Olympic size pool, ran rescue drills, taught swim classes of all age groups. Lifeguard Instructor/First Aid/CPR/AED in classroom, poolside, and open water environments

High/Low Ropes Course/Belaying Certified

October 1995 to Present

Leading groups through a series of physical challenges, ending each challenge with discussion and group processes designed to encourage communication, respect, leadership skills, and discovering strengths in each participant that encourages individualism while maintaining healthy group

relationships. Ropes course varies with ground level challenges as well as safety awareness with suspension activities.

Assessments

Numerical reasoning skills — Highly Proficient

June 2021

Quickly and accurately performing basic mathematical operations, recognizing numerical sequences, and interpreting graphs

Full results: [Highly Proficient](#)

Supervisory skills: Interpersonal skills — Proficient

June 2021

Fostering a collaborative environment and conducting difficult conversations

Full results: [Proficient](#)

Filing & organization — Proficient

May 2019

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: [Proficient](#)

Verbal communication — Proficient

June 2021

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.