

# Hollene Hongdoxmai

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<https://holleneh.github.io/>

## EXPERIENCE

### **Muscular Dystrophy Association, St. Petersburg, FL** *Administrative Assistant*

MARCH 2017 - PRESENT

- Assist in event planning for events netting over \$1.16 million throughout the year and oversee all office operational activities
- Recruit and coordinate volunteers utilizing salesforce.com
- Maintain accurate accounting and bookkeeping to reconcile events and office budget

### **Sprinkles, Tampa, FL** *Sales Associate Trainer*

APRIL 2016 - MARCH 2017

- Demonstrated company knowledge and product expertise by providing clear explanations to new hires
- Consistently delivered customer satisfaction to a high volume of customers

### **Hart & Beauty, Boulder, CO** *Executive Assistant*

MARCH 2015 - NOVEMBER 2015

- Created content for social media platforms (Pinterest, Instagram, Tumblr, Twitter)
- Accurately collected and entered high volume of data values using Excel

### **English Parks, Bangkok, Thailand** *Teacher*

JANUARY 2013 - AUGUST 2013

- Developed and implemented daily lesson plans for ESL students
- Led full-class sizes of 30 students and privately tutored

## EDUCATION

### **University of Colorado, Boulder, CO — B.A. Psychology**

AUGUST 2008 - MAY 2012

Study Abroad: China and Japan

## SKILLS

- ❖ Creative problem solver
- ❖ Working knowledge of Salesforce.com
- ❖ Meticulous organizational skills
- ❖ Proficient in Microsoft Office
- ❖ Exceptional verbal and written communication skills

## INDEPENDENT COURSEWORK

- ❖ Google AdWords Certification; enrolled
- ❖ Viral Marketing and How to Craft Contagious Content; University of Pennsylvania on Coursera, certificate earned October 2016
- ❖ Integrated Marketing Communications: Advertising, Public Relations, Digital Marketing and more; IE Business School on Coursera, certificate earned September 2016
- ❖ Introduction to Marketing; University of Pennsylvania on Coursera, certificate earned September 2016

## RESEARCH

### **Department of Neuroscience, Boulder, CO** *Undergraduate Research Assistant*

OCTOBER 2010 - AUGUST 2012

- ❖ "Drug-induced neurobiological changes in the Brain and Addictive Behaviors"