

Allison Christine Holt

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Objective: *To garner a Communications or Copywriting position within a preeminent corporation, which champions innovation and growth as well as a commitment to the betterment of the local and global community. My goal is to capitalize on my aptitude for writing and editing to strengthen the corporation's media presence and public reputation, while gaining professional experience.*

Professional Experience

Community Outreach Assistant / AmeriCorps VISTA Volunteer

Partners in Routt County, a youth mentoring non-profit
Steamboat Springs, CO; August 2008 – August 2009

<ul style="list-style-type: none">• Researched, wrote, edited new and ongoing funding opportunities (maintaining a deadline schedule for simultaneous proposals)• Organized fundraising, promotional, recruiting events, as well as hosted/spoke at community presentations to inspire local volunteers• Composed/produced bi-monthly newsletter• Recruited and coordinated volunteers for various direct and indirect service events, as well as ongoing support	<ul style="list-style-type: none">• Composed appreciation letters to all donors and funding sources, within a week of receiving monies• Maintained comprehensive donor databases (local, regional, national sources)
<ul style="list-style-type: none">• Produced and managed volunteer databases	<ul style="list-style-type: none">• Managed Web site and wrote Partners blog• Updated and maintained programs offered to families served (such as a local Discount Card Program and Spanish translations of newsletter and educational materials)
<ul style="list-style-type: none">• Interviewed, hired, and trained second year AmeriCorps VISTA; developed comprehensive handbook detailing all aspects of the position	<ul style="list-style-type: none">• Developed educational and life skills activity programming• Contributed to infrastructure strengthening, streamlining, and ongoing sustainability of the organization

Data Liaison / AmeriCorps VISTA Volunteer

Grand Futures Prevention Coalition, a substance abuse prevention non-profit
Steamboat Springs, CO; August 2008 – April 2009

<ul style="list-style-type: none">• Interpreted data collected on community norms (particularly drug and alcohol use)• Presented findings to community leaders in both formal and informal meetings	<ul style="list-style-type: none">• Maintained databases on drug and alcohol use locally, regionally, and nationally• Worked directly with the local Teen Council throughout the year, as well as on a Social-Norming Campaign to highlight positive behaviors within the community
<ul style="list-style-type: none">• Coordinated collaborative volunteer and service endeavors between various local and regional community service organizations (Rocky Mountain Youth Corps, SOS Outreach, Integrated Community, Routt County United Way, Colorado Youth Corps Association, Visiting Nurse Association)	<ul style="list-style-type: none">• Developed and executed community service events for local youth, such as Dr. Martin Luther King Jr. Day of Service projects
<ul style="list-style-type: none">• Attended state-wide conferences highlighting substance abuse issues, causes, and prevention methods	<ul style="list-style-type: none">• Spoke at local middle schools to present substance abuse prevention information

(continued)

Guest Service Agent / Reservation Agent / Concierge

Vail's Mountain Haus

Vail, CO; November 2009 – September 2012

<ul style="list-style-type: none"> • Garnered over \$150,000 per season in reservation sales (highest grossing individual in department) 	<ul style="list-style-type: none"> • Self-generated and executed projects: development of first-aid/safety/emergency protocol handbooks for all managers and departments, comprehensive weekly activity and event materials for guests, creation of ongoing spreadsheets to track revenue and budgets, integrated “green” practices throughout the property
<ul style="list-style-type: none"> • Provided elite-level customer service to both guests and property owners as reflected in numerous reviews and secret Vail Valley Partnership reports 	<ul style="list-style-type: none"> • Trained and assisted new-hire employees in various departments
<ul style="list-style-type: none"> • Created vendor/local business databases and cultivated symbiotic business relationships within the community 	<ul style="list-style-type: none"> • Monitored online presence both within self-controlled social media outlet and organic customer review websites

Teaching Assistant:**Courses: FILM 3051: *Film History I*, FILM 3061: *Film History II***

University of Colorado at Boulder; Film Studies Department

Boulder, CO; Fall 2007 – Spring 2008

Taught 3 sections in both the fall and spring semesters. Sections consisted of a self-prepared lecture component followed by directed seminar discussion.

Abilities & Skills

Computer Experience

- Adept in: Microsoft Office Suite (Word, Excel, PowerPoint), Outlook, Adobe Creative Suite, Dreamweaver, hospitality software (SMS), Raiser's Edge, Google Analytics
- Comfortable navigating both Mac and PC systems

Writing/Communication

- Accomplished writing and editing grant proposals which have garnered funds and large donations
- Able to communicate in a competent, clear, and efficient manner both verbally, and in writing
- Comfortable and confident writing for a myriad of audiences (general and specific) and with an appropriate voice to garner desired outcome

Education & Honors

MA candidate; University of Colorado at BoulderArt History; thesis: *D'Annunzio, Marinetti, and Mussolini: Virile Men, Virile Politics, and the Masculine Futurist Aesthetic, 1910-1935***BA May 2003**; Drew University; Madison, NJ

Major: Studio Art

Minor: English Literature; Minor: European Studies

Off-Campus Study

- Drew University London Semester, 2002
- Drew University New York Semester on Contemporary Art, 2001
- Drew University International Semester in Ireland, 2001

Honors

- Dean's List (maintaining a GPA of 3.5 or higher) Drew University: four semesters
- Elizabeth P. Korn Scholarship for Fine Arts: awarded to the one first or second year student who shows excellence the field of fine art