David Holt

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**Overview**

I am an honest, hard working, loyal, and structured individual that is excited for change, but content with stability. I have found working with the public and local government is a challenge yet invigorating experience. My experiences include personal and community event planning, private and public consulting services, conducting seminars for employee training and development, and coaching large groups of workers for confidential and civic organizations.

**Education**

*Associates Degree in* ***Business Management***

Bryant & Stratton College, 2010

**Experiences**

*Bailey’s Home Style Buffet & Banquet Hall – (Company Growth & Development)*

* ***Consulting Services***
* **Project Management**
* **Performance Management**
* ***Employee Training and Development***
* **Worked directly with upper management**

*City of Bedford Heights – (Community Events)*

* **Event Coordinating**
* ***Strategic Planning***
* **Management**
* ***Marketing***
* **Project Management**
* **Worked directly with upper management**

*March of Dimes – (March for Babies)*

* **Demographic Research**
* **Project Management**
* ***Advertizing***
* ***Recruitment***
* **Worked directly with upper management**

*Baldwin Wallace College – (Obama Election Campaign)*

* **Crowd Control**
* **Organizational Group Dynamics**

*Bryant & Stratton College – (Job Fair)*

* **Employer Recruitment**
* **Advertizing**
* **Worked directly with upper management**
* **Event Coordinating**
* **Strategic Planning**
* **Project *Management***

*YMCA – (We Run the City)*

* ***Organizational Group Dynamics***
* **Crowd Control**
* **Strategic Planning**
* **Management**
* **Worked closely with upper management**

*Rome Missionary Baptist Church – (Youth Summer Program)*

* **Event Coordinating**
* **Strategic Planning**
* **Marketing**
* **Worked directly with Youth Director**

*The Arts Academy East – (Activities Coordinator)*

* **Organizational Group Dynamics**
* **Worked closely with upper management**
* **Crowd Control**
* **Strategic Planning**

*Private – (Other)*

* **Weddings**
* **Parties**
* **Fundraisers**
* **Concerts**

**Skills & Abilities**

* Computer Skills (Word, Excel, Power Point, Access)
* Oral Communications / Presentation
* Multiline Phone Answering
* Management / Delegating Responsibilities
* Document Filing
* Organizing / Problem Solving