

Amethyst Holder

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- OBJECTIVE:** To secure a challenging summer internship in the area of project management
- EDUCATION:** **Stevens Institute of Technology**, Hoboken NJ
Bachelor of Science in Business and Technology, Expected May 2012
Minor Economics & Chemistry
- Academic Coursework:** Biological Systems, Organic Chemistry, Biology & Biotechnology, Physics Lab for Scientists, Diagnosing the External Environment, Preparing the Planning Document, Macroeconomics, Marketing & Market Research, Sales Revenue Planning, Statistics, Managerial & Financial Accounting, Business Planning, Logistics and Supply Chain Management, Applied Models & Simulations, Customer Satisfaction, Marketing, IT and Communications, Microeconomics, Social Psych. & Organizational Behavior, Psychology, Computer Science
- SKILLS:** **Software:** MS Office: Word, Excel, PowerPoint; MS Visio; Expression Web; Mat-lab; Data Studio; Crystal Ball, R Statistical Software
- PROJECTS:** **Strategic Allocation of Business Resources (SABRE) Simulation** Spring 2010
▪ Launched and withdrew products from the marketplace; Advertised, priced, distributed and designed products to best fit varying market segments
Company Research-Inventiv Health, JP Morgan-Chase, Schering -Plough Fall 09-Sprg 10
- EXPERIENCE:** **Victory Public Relations Intern**, Hoboken, NJ 02/11-present
▪ Building targeted media lists, media monitoring, and managing media content
▪ Introduced to medical public relations operations
- Montclair Child Development Center**, Montclair, NJ
Head Start: Successful Encounters-Research Intern 07/10-08/10
▪ Prepared a summary of operational outcomes for internal use
▪ Compiled research to objectively describe organizational structure
- Stevens Institute of Technology**, Hoboken, New Jersey
Exploring Career Options in Engineering and Science (ECOES) Group Leader 07/09-08/09
▪ Managed 70 to 80 high school students involved in Stevens summer program
▪ Served as residence leader and counselor for 30 high school students in ECOES
- Center for Preventive Medicine**, Parsippany, New Jersey
Secretary/Patient Intake 11/07-05/08
▪ Performed billing and clerical duties
▪ Recorded patient ailments as part of patient intake
▪ Mediated conflicts associated with daily office operations
- Interfaith Council for Homeless Families**, Morristown, New Jersey
Office Assistant 06/07-08/07
▪ Increased efficiency of office operations; performed organizational duties
▪ Including storage unit and inventory management
- ACTIVITIES:** Student Faculty Alliance, American Culture Club-Treasurer, Alpha Phi Omega-National Service Fraternity, Stevens Christian Fellowship, Women's Volleyball, Track & Field, National Spanish Honors Society, National Honor Society

AWARDS:

2010 All New York Region Volleyball Tournament Team, Empire 8 Conference 2010 Sportsmanship Award, 2009 Sportsmanship Award & Coach's Award,

U.S. Citizen Available to Work: Spring/Summer 2011