**Amethyst Holder**

1 Castle Point on the Hudson

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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