

Hollene Hongdoxmai

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EXPERIENCE

McKinsey & Company, St. Petersburg, FL *Executive Assistant*

DECEMBER 2017 - PRESENT

- Quickly and accurately calendar, arrange travel, and organize expenses with tight deadlines to provide consistent and quality support to several consultants
- Effectively communicate to clients and team members while building strong relationships
- Creating and executing initiatives to positively impact both local and global practices in the firm
- Commitment to being a team player

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

MARCH 2017 - DECEMBER 2017

- Executed accurate bank deposits and daily deposit reports
- Performed monthly and event line item level reconciliation
- Planned events and oversaw all office operational activities
- Designed team fundraising signs and managed volunteers utilizing salesforce.com

Sprinkles, Tampa, FL *Sales Associate Trainer*

APRIL 2016 - MARCH 2017

- Effectively communicated job role and company vision by providing clear examples and 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)usi
- Accurately collected and entered high volume of data with 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

SKILLS

- ❖ Strong analytical skills
- ❖ Knowledge of Agile Scrum process
- ❖ Creative problem solver
- ❖ Meticulous organizational skills
- ❖ Exceptional verbal and written communication skills
- ❖ HTML, CSS

CERTIFICATIONS

- ❖ Scrum Master Accredited Certification; International Scrum Institute, earned August 2017
- ❖ Viral Marketing and How to Craft Contagious Content; University of Pennsylvania on Coursera, earned October 2016
- ❖ Integrated Marketing Communications: Advertising, Public Relations, Digital Marketing and more; IE Business School on Coursera, 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”

EDUCATION

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

AUGUST 2008 - MAY 2012

Study Abroad: China and Japan