

# Hollene Hongdoxmai

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## EXPERIENCE

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

DECEMBER 2017 - PRESENT

- Proactively anticipating consultants needs regarding scheduling, travel, and expenses to improve their experience
- Effectively communicating to a diverse audience of clients and team members
- Creating initiatives to positively impact both local and global practices in the firm
- Collaborating as a team player

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

MARCH 2017 - DECEMBER 2017

- Accurately performed bank deposits and daily deposit reports
- Executed 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 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)
- 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

- ❖ Research: Analysis, Survey, Interviews
- ❖ Personas
- ❖ Affinity Mapping
- ❖ User Stories
- ❖ Storyboarding
- ❖ Wireframing
- ❖ Sketch
- ❖ Knowledge of Agile Scrum process
- ❖ Creative problem solver
- ❖ HTML, CSS

## EDUCATION

- ❖ UX Design Career Path  
Springboard  
Spring 2019
- ❖ Scrum Master Accredited Certification  
International Scrum Institute  
August 2017
- ❖ Viral Marketing and How to Craft Contagious Content  
University of Pennsylvania on Coursera  
October 2016
- ❖ Integrated Marketing Communications: Advertising, Public Relations, Digital Marketing  
IE Business School on Coursera  
September 2016
- ❖ B.A. Psychology  
University of Colorado at Boulder  
August 2008 - May 2012  
Study Abroad: China and Japan

## RESEARCH

Department of Neuroscience,  
Boulder, CO  
*Undergraduate Research Assistant*  
OCTOBER 2010 - AUGUST 2012

- ❖ “Drug-induced Neurobiological changes in the Brain and Addictive Behaviors”