

## JAKE HOLMES

1406 Wooten Drive | Austin, TX 78757  
512-574-1826 | jake.holmes@g.austin.cc.edu

### EDUCATION

---

**Austin Community College**, Austin, TX

*Expected May 2017*

*Associate of Applied Science Degree in Marketing*

Concentration in Communications and Marketing; GPA 3.44

Relevant Coursework: Principles of Marketing, Ethics

Awards: Honors Program

### EXPERIENCE

---

**TOWNE PARK**, Austin, TX

October 2015 - Present

*Guest Service Associate*

- Marketed the hotel brand through excellent customer service and repetition of the brand name (The Westin, Marriot, Granduca).
- Validated valet parking payments
- District Employee of the Month (April 2016)

### PROJECTS

---

- GitHub Website (jakerichmondholmes.github.io)
- Blog (Found on website)

### ACTIVITIES & LEADERSHIP

---

**Relay For Life**, Austin, TX

April 2011- April 2015

*Team Member (Knights for Life)*

- Contributed to fundraising for the American Cancer Society
- Contacted local businesses for contributions and donations
- Formulated weekly fundraising goals for teammates

**Peer Assistance & Leadership Program (PALs)**, Austin, TX

August 2014-June 2015

*Member*

- Mentored children in local K-12 public schools in the community
- Volunteered and fundraised for local non-profits (Well Aware, Susan G. Komen)
- Constructed parties for special needs students

### SKILLS

---

**Technical /Computer Skills:** Proficiency in Microsoft Office, Basic HTML

**Languages:** Basic Spanish

**Certifications / Professional Memberships / Exams:**

### HONORS AND AWARDS

---

- Towne Park District Employee of the Month (April 2016)
- PAL of the Year-Honorable Mention