

Justin Velander Holt
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EXPERIENCE

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| Auditor - Phase I Medical Trials
<i>Auditor (Contract)</i> | Nationwide | March 2016 – Present |
| <ul style="list-style-type: none">▪ Collating and organizing paperwork for individual Phase I medical trials for facilities nationwide, ensuring accuracy and compliance per pharmaceutical drug sponsors' guidelines | | |
| Freelance Editor/Copywriter
<i>Editor · Copywriter</i> | Chicago, IL | May 2013 – Present |
| <ul style="list-style-type: none">▪ Short-term and per diem assignments writing, proofreading, revising, editing and critiquing media mail, brochures, advertisements, essays, blogs and manuscripts | | |
| BMO Capital Markets
<i>File Clerk – Trust & Operations</i> | Chicago, IL | February 2012 – May 2013 |
| <ul style="list-style-type: none">▪ Reorganizing paper filing systems of Trust & Operations (T&O) division in preparation of upcoming audits▪ Converting T&O paper filing systems to digital formats▪ Maintaining T&O paper and digital archives regarding trusts, confirmations and statements | | |
| Inland American HOLDCO Management
<i>Project Coordinator</i> | Oak Brook, IL | September 2011 – November 2011 |
| <ul style="list-style-type: none">▪ Collating hundreds of documents into interoffice archive for corporate campus that available for lease▪ Researching news articles for information on job growth programs, future public transit works, city/county/state initiatives (corporate relocation, tax incentives, etc.) and the leasing/sale of similar corporate campuses▪ Prepping rent roll specs by way of VLOOKUPS (MS Excel) for upcoming company audit | | |
| The Last Temptation of Clarence Odbody (Novel)
<i>Creative Consultant · Editor</i> | Chicago, IL | October 2010 – August 2011 |
| <ul style="list-style-type: none">▪ Intensive editorial work on 223-page manuscript for Chicago novelist, musician and playwright John Pierson focusing on narration/POV, structure, plot, character development, dialogue, continuity, rhetoric and rewrites▪ Acting as creative consultant for additional scenes/dialogue that help further story and strengthen underlying themes | | |
| Citadel Investment Group
<i>Data Entry Specialist · Database Management</i> | Chicago, IL | March 2007 – November 2009 |
| <ul style="list-style-type: none">▪ Editing, updating and maintaining Securitized Products Group (SPG) database▪ Analyzing mortgage prospectuses and pooling and servicing agreements to extract relevant information▪ Processing daily bid/offer lists and monthly remittance reports into specialized MS Excel database to be used as reference guide by global network of financial analysts▪ De facto team leader regarding continuity within databases as well as discussions with programmers and supervisors on how data systems could be streamlined for easier access | | |
| Sprint Nextel
<i>Data Entry Specialist</i> | Reston, VA | July 2006 – October 2006 |
| <ul style="list-style-type: none">▪ Sorting and filing two separate directories into one integrated system for insurance division▪ Transferring detailed contact information for 10,000+ business clients from paper contracts to intranet database▪ Acting supervisor of five employees for the purpose of ensuring continuity for both paper and digital registries | | |

Clio Awards <i>Administrative Assistant · Database Editor</i>	Chicago, IL	January 2000 – June 2006
<ul style="list-style-type: none"> ▪ Assisting with data entry, filing, proofreading, stocking/ordering supplies, sorting mail and answering phones for international advertising awards show ▪ Maintaining and supervising Client and Entries databases (approx. 12,000 names and 13,000 annual submissions, respectively) ▪ Editing and revising final proofs of Shortlist and Winners books (approx. 300 pages each) ▪ Acting Supervisor of Clio Festival Registration: greeting and registering 1200+ attendees; maintaining guest lists for gala events; customer service; handling payments; sorting gift bags; arranging signage; organizing displays and supervising large group of student volunteers throughout week-long festival in Miami 		

SKILLS

Mac OS X, Linux and PC proficient, 70 wpm, MS Office (Word, Excel, Outlook, Access, PowerPoint), Ruby, Ruby on Rails, JavaScript, jQuery, SQL, HTML, CSS, Bootstrap
Github, Heroku, FileMaker Pro, QuarkXPress and Cubase SX

EDUCATION

Le Wagon <i>Intensive Coding Boot Camp</i>	Rio de Janeiro, BR	October 2018 – December 2018
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ENTREPRENEURIAL

The Penguin's Tuxedo <i>Founder · Lead Organizer</i>	Chicago, IL	August 2008 – Present
<ul style="list-style-type: none"> ▪ Founder and lead organizer for not-for-profit event promotions platform that specializes in outings to cultural events/productions at discount rates to subscribers ▪ Networking with artists/entertainers, venues, managers and publicists to coordinate group rates and incentives 		
Justin Holt – Voice Over <i>Voice Over Artist</i>	Chicago, IL	February 2005 – Present
BFN Networks (BFNinYourEars.net) <i>Founder · Producer · Music Promoter</i>	Chicago, IL	February 2000 – June 2014
<ul style="list-style-type: none"> ▪ Founder and producer of BFN Networks podcasting station and host of weekly podcasts <i>Noble Efforts</i>, <i>The Sound Of You & Me</i>, <i>Secondhand Neon</i> and <i>Bring Back The DJ</i> ▪ Editing and mastering episodes, skits and interviews for web streaming/podcasting ▪ Writing copy for all episode guides and interview summaries ▪ Networking with artists, management, publicists and label reps for the purpose of discovering new music and scheduling band interviews ▪ Comprehensive web site building and maintenance (HTML) 		

REFERENCES

John Kania
Risk and Controls Self-Testing Manager
BMO Harris Bank (AML)
111 West Monroe Street
Chicago, IL 60603
Phone: 312-461-6121

Ricardo Torres
Team Lead T&O
BMO Capital Markets (GKST)
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