

Holly Flax

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OBJECTIVE

Devoted to building a career in management communication by applying academic training and previous experience. Eager to obtaining a Human Resources Internship with John Deere in Fargo, ND to gain real-life experience as well as contribute to the organization by bringing new ideas and finding solutions for contemporary challenges.

EDUCATION

North Dakota State University (NDSU)

Bachelor of Science in Management Communication

Minor in Psychology

GPA: 3.6/4.0, Deans List 4 Semesters

Fargo, North Dakota

Anticipated Graduation: May 20XX

EXPERIENCE

Wallman Wellness Center

Facility Staff

Fargo, North Dakota

September 20XX - Present

- Demonstrate organization and sanitation by cleaning equipment and keeping the facility organized so patrons can have the best experience possible each visit.
- Effectively communicate verbally with co-workers to ensure that gym members' needs are met, and all tasks are completed accordingly.
- Expand customer service skills by happily engaging and directing patrons with all of their needs.
- Ensure safety and compliance of the facility by attending all necessary training and maintaining First Aid and CPR certification.

Johnson's Feed and Farm

Cashier

Johnsonville, North Dakota

June 20XX - Present

- Efficiently multitask when checking out customers, answering phones, and bagging goods simultaneously.
- Develop strong interpersonal communication skills by ensuring customers find everything they need and have a pleasant experience in the store with a fast checkout.
- Illustrate active listening skills and knowledge of the business and goods sold to accurately guide customers through the store to products they require.
- Optimize leadership skills by training new employees about conduct, procedures, and strategies.

INVOLVEMENT

Women in Business (NDSU)

Member

Fargo, North Dakota

September 20XX - Present

- Attend meetings and events with around 20 female students in order to meet local women business leaders, learn new skills, make local connections, and help give back to the community.

Public Relations Student Society of America (NDSU)

Member

Fargo, North Dakota

January 20XX - Present

- Further develop leadership and public communication skills by meeting local professionals, working with fellow students, and serving the community.

CERTIFICATION

First Aid & CPR

American Red Cross

September 20XX - Present

TECHNICAL SKILLS

• Microsoft Word • Microsoft Excel • Website Design • LinkedIn • Twitter