

Holly J. Herman
1528 Warren Street
Pittsburgh Pa, 15212
Email: hxh5120@psu.edu

OBJECTIVE: To obtain a full-time position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

EDUCATION:

January 2013 – Current **The Pennsylvania State University** Pittsburgh, PA

September 2012 – December 2012 **Allegheny College** Meadville, PA

September 2008 – June 2012 **City Charter High School** Pittsburgh, PA

- GPA: 4.27
- Microsoft Office Specialist Certification: Word, Excel, PowerPoint, Outlook
- Web Design: Adobe Photoshop CS4, HTML Programming
- Multimedia: Adobe Premier
- Honor Courses: Math, Science, English, History

October 2010 – May 2011 **Duquesne University** Pittsburgh, PA

- Diversity in Computational Technology Class

EXPERIENCE:

09/11- 09/12 **Best Buy** Pittsburgh, PA

Multi-Channel Sales Assistant

- Relationship selling products, services and solutions by getting to know customers Asking lifestyle questions to thoroughly understand customer needs, offers relevant services, solutions, and accessories so customer can make informed decision to complete their purchase
- Utilize all relevant sales tools to drive profitable growth
- Leverages on-line resources, tools, and peer knowledge to self-train

05/10 – 01/12 **Wendy's** Pittsburgh, PA

Crew Member

- Maintain positive relations with staff and customers in high-volume, fast-paced operations
- Accurately handle currency and financial transactions
- Assure quality control and minimize waste

01/12- 03/12 **Allegheny General Hospital** Pittsburgh, PA

Intern

- Participated in daily lab activity
- Performed scientific research and analysis
- Carried out experiments to evaluate instruments used in the lab
- Analyzed and interpreted data using correct applications

INTERESTS AND ACTIVITIES:

- Student Conservation Association
 - National Honor Society
 - Rowing
-