

HOLLY WILLIAMS

SKILLS

I excel at public speaking, advocating, and pride myself in my professional development planning and implementation strategies. I positively encourage high achieving students to assist in their applications to law school, medical school and higher education. I thrive on building positive interactions with those around me, engaging in mindful teamwork.

EXPERIENCE

Honors Advisor and Professional Development Coordinator | Clemson University | January 2018-Present

I work with Honors students to guide and advise them from incoming freshmen to seniors and beyond. I work closely with pre-Law and pre-Health students, as well as our Veteran and ROTC population campus-wide. I provide speakers and industry professional events to all Honors students, including NASA and Goldman Sachs. I coordinate and implement workshops and lunches for the purposes of professional development for our students. I also manage and oversee our Honors Peer Mentoring Program. I recently implemented a career networking event with over 68 employers, culminating in employment and internship offers for our students.

Communications Manager and Training Coordinator | Clemson University | October 22nd 2014 – January 2018

I created all training materials for Records and Registration. This includes manuals, videos and animated shorts. I coordinated and developed face-to-face training sessions and workshops for Advisors and students, as well as creating and developing marketing strategies for those sessions. I was responsible for the communications strategic plan for the office of Registration Services, this included implementation. I was

OBJECTIVE

Having been in America for four years and worked at Clemson University since I arrived, I am looking to further my career within Higher Education. I have a passion for being successful, learning new things and being dedicated to my endeavors. I have exceptional time management and organizational skills.



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Holly_Verity

ABOUT ME

I love to cook, read and spend time with my family. I enjoy running and taking part in charity sporting events when possible.

I also love to travel and getting to see as much of the United States as possible.

responsible for all electronic communications for the office; namely, email. I also assisted troubleshooting issues for campus staff, faculty, students and parents. I assisted in testing all patches and upgrades for Banner, including documenting issues and helping to troubleshoot errors. I compiled all Graduation and Commencement programs for Enrolled Student Services. I worked as part of a communications team to mentor UPIC interns each semester.

**Import Administrator | Fogarty Filled Products |
May 2013 – May 2014**

I was responsible for completing all legal shipping documentation, organizing all courier import and exports, sole organization of all hire cars, including fuel card management, arranging all shipping containers coming into the country on behalf of our company and being the sole employee to deal with Purchase Orders on our AX System and invoicing, which is a book-keeping software.

**Transcriber | Clear Links |
September 2011 – June 2012**

Working for charity, enabling young learners' fair access to education. My role here was to take notes and type them up for disabled students in a University setting. I also provided educational support for those students, attending their lectures, seminars and workshops.

**Editor-in-Chief | University of Lincoln SU |
August 2011 – June 2012**

Solely responsible for over 180 volunteer students to organize and publish a regular magazine, website and WebTV publication. This included chairing meetings, setting deadlines, hiring volunteers, dealing with disputes, organizing the final edition of the magazine and overseeing all areas of the magazine, website and WebTV.

**Sports and Societies Officer | University of Lincoln
SU |
August 2011 – June 2012**

My role was to oversee all activities in relation to Societies at the University of Lincoln, including attending regular meetings and being part of the committee. This was an elected role and as such I ran in an election campaign to be elected for this role.

Leadership and Management

- I have previously managed and trained (en masse and as individuals) over 180 student workers.
- I previously mentored UPIC interns.
- I oversee the Honors Peer Mentoring Program at Clemson University.

Committees and Commissions

- Creative Inquiry Committee member at Clemson University
- Presidents' LGBTQ+ Commission member at Clemson University
- Staff Senate Senator for Clemson University
- Communications Subcommittee member for Staff Senate
- Social Media Co-Chair for Staff Senate
- CU Student Veteran Standing Committee member
- Calhoun Honors College Committee member at Clemson University
- Tigers Together Suicide Prevention Advocacy Trainer
- Tigers Together Board member
- NACADA Social Chair for Advising Veterans and Families
- NACADA Steering Committee member
- NACADA Proposal Development Assistant
- SoACE Awards Committee member

EDUCATION

Master of Human Resource Development | August 2020 | Clemson University

I am working towards the part-time Master of Human Resource Development program at Clemson University.

LL. B (hons) Law and Criminology | June 2012 | University of Lincoln Law School

I graduated with a 2:1 classification as well as the award for Best Student. This is equivalent to a US Juris Doctorate.

Access to HE | June 2008 | Boston College

Law, Psychology, Mathematics and Information Communications Technology, passing with Merit.

BTEC First Diploma | June 2006 | Boston College

In Media. I graduated with Merit. This diploma taught me advanced film making from pre-production techniques through to cinematography, post-production editing and photography. I also learned website graphics with Dreamweaver.

Volunteer Experience and Awards

- Award for Best Student upon Graduating.
- Award for Outstanding Commitment to Student Media at Lincoln University.
- Platinum Volunteering Award for 100+ hours of charity work.
- Prior President and Founder of Amnesty Students Lincoln.
- Prior Officer of the Law Society at the University of Lincoln.
- Former University athlete for the Rounders' Team at the University of Lincoln.
- Former University athlete for the Squash Club at the University of Lincoln.
- Various charity sporting events, including 50-mile bike ride for Children's' Cancer charity and 10k for Sport Relief.