

# Taylor Holloway

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## PROFESSIONAL EXPERIENCE

### Office Worker

Office of Student Activities, Northwestern State University | September 2016 - Present

- Assist the Director of Student Activities and Organizations with implementing on-campus activities and events that influence student participation.
- Manage the front desk by assisting students, answering the telephone, and filing documents.

### Student Coordinator

International Student Tours- Nassau, Bahamams and Florida | 2015 - Present

- Chaperoned as a traveling with young adults as they travel to various different vacation destinations.
- Worked with various transportation businesses, hotels, restaurants, and other establishments at the destination to provide an ideal and safe atmosphere for student events.

### Retail Associate

Simly Chic Boutique | April 2017 – August 2017

- Interacted with customers daily, building strong customer base through providing personalized product guidance, resolving issues, following up on purchases, and opening new accounts.
- Peformed department tasks including stocking, creating merchandise displays, remerchandising, pricing markdowns, transferring merchandise, inventory control, and processing transactions.

## EDUCATION

### ***NORTHWESTERN STATE UNIVERSITY, Natchitoches, LA***

#### **Bachelor of Science in Hospitality Management and Tourism**

- Concentration in Hospitality Servies with a minor in Communications
- December, 2018

## INVOLVEMENT

- Phi Mu Fraternity - Public Relations and Social Media Coordinator
- Selection Committee for Mr. and Mrs. Northwestern State University
- 59<sup>th</sup> Annual Lady of the Bracelet Coordinator
- Wings Over Natchitoches, Bartender
- Alumni Association and Louisiana Seafood Board – Flavor of Louisiana Chef Support
- Student Activities Board Concert Committee
- Demon VIP Volunteer
- First Year Experience Office, One of Seven Service Coordinator

## KEY SKILLS

- Ability to work in a team setting
- Time Management
- Excellent Communication Skills
- Ability to work on multiple tasks
- Certified in Microsoft Office
- Familiar with Adobe Premiere