

Hollee Saville

10134 44th Court NE • St. Michael, MN 55376 • (763) 515-6402 • hollee@happeehollee.com

EDUCATION

Concordia University – St. Paul, MN
Master of Arts, Early Childhood Education, May 2014

California State University, San Marcos – San Marcos, CA
Master of Arts, Secondary Teaching Credential Program (coursework), Fall 2003

University of San Diego – San Diego, CA
Master of Arts, Secondary Teaching Credential Program (coursework), Spring 2003
Bachelor of Arts in History with minor in Business Administration, May 2000

MARKETING EXPERIENCE

ADMINISTRATIVE ASSISTANT (December 2001 – May 2002)

California Restaurant Association, San Diego, CA

- *Coordinated and marketed hospitality industry events, including golf tournaments, banquets, and education seminars.*
- *Acted as industry representative to several committees.*
- *Handled duties such as answering phones, maintaining office organization, and accounting.*

SERVICE CHAIR, 2000 CIRCLE K INTERNATIONAL CONVENTION (May – August 2000)

Circle K International, San Diego, CA

- *Planned and promoted March of Dimes service project for 1600 college students.*
- *Designed hospitality book for Convention and solicited donations from local businesses.*

INTERNATIONAL CONVENTION CHAIR (May – August 2000)

Circle K of Cal-Nev-Ha, San Diego, CA

- *Assembled spirit packs and designed shirts for more than 200 delegates.*
- *Coordinated hospitality for delegates including hotel rooms, social activities, and info packets.*

FOUNDER / PRESIDENT (September 1999 – May 2000)

University of San Diego Circle K International, San Diego, CA

- *Chartered and led college community service group dedicated to serving others.*
- *Participated in activities such as senior citizen outreach and programs for abused children.*

ADMINISTRATIVE ASSISTANT/CAMPUS REPRESENTATIVE (October 1998 – May 2000)

Council Travel, San Diego, CA

- *Answered phones, faxed and copied documents, and maintained organized office.*
- *Assisted customers with travel information.*
- *Worked with vendors and promoted travel, work and study abroad opportunities on campus.*

VICE PRESIDENT OF STUDENT ISSUES (May 1998 – May 2000)

University of San Diego Associated Students, San Diego, CA

- *Acted as liaison between students, faculty and administrators.*
- *Chaired Board meetings.*
- *Interviewed and appointed directors for leadership positions and supervised thirteen officers.*
- *Allocated \$500,000 budget with four other executive officers.*
- *Planned and promoted campus events.*
- *Organized annual Back-to-School Party for 800 students*

AMBASSADOR (September 1996 – May 2000)
University of San Diego Ambassadors Club, San Diego, CA

- *Conducted group and individual tours of campus.*
- *Acted as ambassador at college fairs.*
- *Assisted with high school outreach program.*
- *Planned visiting day and initiated overnight program for prospective students.*

HOSPITALITY CHAIR/MEMBER (September 1996 – May 2000)
University of San Diego Concerts Committee, San Diego, CA

- *Coordinated and advertised campus concerts.*
- *Arranged hospitality for bands during concerts.*

MEMBER (September 1996 – May 2000)
University of San Diego Sports Committee, San Diego, CA

- *Planned and promoted university athletic events.*
- *Organized tailgates and contests for each game.*

MEMBER (September 1996 – November 1999)
University of San Diego Social Committee, San Diego, CA

- *Created, organized, and marketed 50th Anniversary Homecoming Fashion Show.*
- *Helped plan and promote Homecoming dance, football halftime show, and spring dance.*

MEMBER (September 1997 – May 1998)
University of San Diego Health Services Task Force, San Diego, CA

- *Evaluated the health services offered on campus.*
- *Helped implement researched changes and make more information available to patients.*

SENATOR, CLASS OF 2000 (September 1996 – May 1998)
University of San Diego Associated Students, San Diego, CA

- *Organized and promoted events for the class of 2000.*
- *Worked with administrators to address and resolve student concerns.*

INTERN/ADMINISTRATIVE ASSISTANT (May 1995 – August 1997)
Office of Mayor Susan Golding, San Diego, CA
 Supervisor: Teresa Stivers, Assistant for Community Outreach

- *Coordinated community outreach, including social events and constituent correspondence.*
- *Organized media events and hospitality for national leaders at 1996 Republican Convention.*
- *Assisted with clerical duties such as handling phones, copy requests, and mail distribution.*

HONORS

University of San Diego Outstanding Service in Student Government Award	2000
University of San Diego Student Issues Board Member of the Year	1997 – 1998
University of San Diego Associated Students Commitment Award	1996 – 1997
First Place – National DECA High School Marketing Competition	1996
First Place – California DECA High School Marketing Competition	1996
First Place – San Diego DECA High School Marketing Competition	1996
Mission Bay High School “Most Spirited,” Class of 1996	1996
Competitor, National DECA High School Marketing Competition	1995
Mission Bay High School Girls’ Basketball Team “Most Dedicated” Player	1994 – 1995