

Holly Palmer

EMPLOYMENT HISTORY

February 2007-September 2007 **Rural AmeriCorps, Naturalist/Journalist,
Nevada Outdoor School**

Worked with both the NOS environmental education staff and the restoration crew to ensure the completion of successful educational programs and restoration projects. Was responsible in assisting staff with aligning all lesson plans to the Environmental Education Guidelines for Excellence as well as the national and state benchmarks and standards, updating brochures, and any other type of marketing as necessary in order to secure volunteers and donations for various programs. Worked closely with the NOS restoration crew in organizing, planning, and implementing assigned restoration projects. Supported NOS environmental education staff and restoration crew in various other aspects of day-to-day operations when the opportunity presents itself. Responsible for writing all publications and press releases relating to the Restoration Crew.

September 2006-February 2007 **Rural AmeriCorps, Warehouse Supervisor,
Winnemucca Recycling Center**

Worked directly with the Winnemucca Recycling Center, the Board of Directors and local businesses and community members in Winnemucca. Performed and oversaw all of the daily operations at the Recycling Center and supervised volunteers. Organized recyclable materials that were dropped off and taken from the WRC. Worked to increase recycling business by implementing more efficient procedures, educated the community on how to recycle and provided support for other rural communities to start recycling centers of their own. Researched various recycling programs throughout the country to find and implement new and innovative methods to be used at the WRC.

June 2006-September 2006 **AmeriCorps VISTA, Education Coordinator,
Winnemucca Recycling Center**

Worked directly with several local businesses and the WRC Board of Directors. Identified new sources of funding for the recycling center to help make the organization self sustaining. Developed and coordinated a recycling education program and assisted in the day to day operations of the Winnemucca Recycling Center.

May 1998-July 2006 **Office Assistant, Amber Palmer's counseling Center**

Responsibilities included bookkeeping, medical billing, basic clerical duties, use of office equipment. Also responsible for managing client's accounts, tracking services and payments, and creating invoices for clients and insurance companies.

Dec. 2004-Septmber 2005 **Bartender/Waitress/Cook, Scotty's Landing**

Responsible for taking food and drink orders, stocking, cashiering, providing customer service and preparing food.

Sept. 2004-Jun. 2005 **Care Provider, In Home Supportive Services**

Worked in client's home, assisting with household chores, providing transportation and performing deliveries of medication and other household needs.

EDUCATION

1997-1999 Chico Senior High School - Graduated
1999-2005 Butte Community College; Major - Liberal Arts

PROGRAMS: Microsoft (Word, Excel, Publisher, PowerPoint), Macromedia (Dreamweaver, Fireworks, Flash) QuickBooks Pro, Claris Works, Palm Pilot, Adobe Photoshop

CERTIFICATION/TRAINING

- Typing Certification @ 47 wpm
 - Project WET, Native Waters Certification
 - Forklift Certification
 - Hands On Georgia, Leveraging Volunteers
 - Points of Light, Managing Volunteers
 - Archeological Site Stewardship
 - ATV Safety Certification
 - GPS/GIS
 - Wilderness Monitoring
 - Transportation Inventory
 - Leave No Trace
 - Hands On Georgia, Volunteer Management Plans
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