**Yanick Holder** 1841 Lyons Rd #302 • Coconut Creek, Florida 33063 • 954-554-4828 • Yanickholder218@gmail.com

**HIGHLIGHTS OF QUALIFICATION**

● Excellent knowledge of writing, editing and style and angles of communication

● Diligent, detail-oriented, punctual, team player with the ability to lead

● Excel at multitasking in a fast-paced environment, completing projects within time and various constraints.

*●* Strong decision-making, customer service skills and ability to maintain a safe work environment*.*

*● Proficient in Microsoft Word, Excel, Publisher, Adobe Photoshop, InDesign, and Wordpress*

**PROFESSIONAL EXPERIENCE**

**Chewy.com,**  *Dania Beach, FL* **July 2019-March 2020**

*Content/Vendor Specialist*

●Strong analytical abilities and problem-solving skills

● Assisted in pulling Contact sheets through Chewy's Software and Excel

● Used both formal and informal influencing skills across Chewy’s cross-matrix organization

● Demonstrated ability to manage multiple projects - prioritization, planning and task delegation

●Track record of taking ownership and driving results (projects, internships, or work experience)

●Demonstrated ability to work & lead in a team environment

●Assisted in contacting Vendors for needed Content , information and images.

●Audited content and upload Copyright information for each product along with product set up

**Broadspire ,** *Sunrise, FL* **September 2018-December 2018** *Leave Specialist*

● Processes all leave of absence paperwork according to established procedures and laws

● Administer the FMLA policy

● Coordinates correspondence, forms and other documents via the claim system

● Assists management with leave of absence situations and provides guidance within the policy and established legal guidelines

● Generate reports as required and maintain files

● Serve as an internal reference to the team for certification requirements and processing

**Boca Raton Resort & Club, Waldorf Astoria Resort,** *Boca Raton ,FL* **January 2018-September 2018**

*Boca by Design, Production Assistant*

● Assist in building installation and breakdown of props/Scenery/Floral for scheduled events

● Assist guest and meeting planners in a friendly and professional manner, providing information on resort and event facilities.

● Train to enhance creative skills

● Create innovative and exciting events for clients

**Icy Public Relations,** *Miami***,** *FL* **February 2018-June 2018**

*Public Relations/Social Media Intern.*

● Developing online promotions, Writing needed documents for ICY PR

● Press release writing and distribution to various PR Newswires

● Pitch Letters, Media Kit creation

● Press Kit development and distribution

● Managing blog content for ICY PR | ICY Studio and its clients,

● Social media marketing - Manage the ICY PR & client’s social media outlets Twitter | Facebook |Instagram | YouTube

● International Public Relations

● E-marketing promotions and public relations

**Broward Surgical Associates,** Fort Lauderdale, FL **July 2015 –December 2016**

*Patient Care Coordinator*

● Maintain accuracy of all job responsibilities performed to ensure smooth clinic operations

and patient flow .

● Develop and implement strategies to enhance teamwork and provide a productive work

environment.

● Ensure patient appointment, confirmations, insurance company, authorizations, recall

notifications and customer satisfaction surveys are completed in a timely and sufficient

Manner.

**South Beach Wine and Food Festival,** *Miami Beach, FL* **February 2014- February 2016 *Communication Coordinator***

● Assisted with onsite event management including guest registration

● Interacted with executives, vendors, and celebrities confidently and professionally

● Participated in various duties across the events, press and digital arms of the communications team

**Exclusive Property Management, Fort Lauderdale, FL August 2014 – June 2015** *Administrative Assistant*

● Maintains building systems by contracting for maintenance services; supervising repairs.

● Enforces occupancy policies and procedures by confronting violators.

● Prepares reports by collecting, analyzing, and summarizing data and trends.

● Office duties: Scanning, faxing, emailing, sorting and protecting personal information

**Spirit Airlines,** Fort Lauderdale International Airport  **November 2010 – June 2014** *Customer Service Supervisor*

● Oversaw the inside gate or ticketing/check-in operations of all assigned flights during a scheduled work shift.

● Resolve passengers/customer complaints and concerns, before escalation

● Completed ticketing functions (boarding passes, Flight Interruption Manifest, Special Travel Order, re-board coupons, input, review, and verified information in the Company’s reservations systems; Closes flights by completing required paperwork.)

● Supervised and provided any additional assistance in daily airport operations

**VOLUNTEER WORK** *BMe Community non -Profit Organization , Washington ,DC*

*● Organize conference attendees*

*● Communication Engagement*

*● Production organization for different events*

*● Media / Video/ Presentation ( interviewing , scholarship candidates)*

*Volunteer, Sisters of Service, Bennett College, NC*

● Conceptualized and successfully launched an initiative that collected contributions of school supplies for underprivileged kids

● Mentored students in first grade *Volunteer, Service Learning, Miami Dade College*

● Assisted the Crops organization by cleaning up the coastal areas of South Florida to restore the land for the Earth and Ethic Institute

**COMPUTER SKILLS**

● Proficient in Microsoft Word, Excel, Publisher, Adobe Photoshop, InDesign, and Wordpress

**EDUCATION Florida International University *Miami ,FL***

Bachelors of Science Communications/ P.R Aug 2014 - Dec 2017