

Michele Holder

Education

Shorter College, Fall 1983- Spring 1985
Berry College Fall 2008-present

Professional Experience

Berry College

Kinesiology Secretary, August 2002- present

- Conduct departmental OSHA trainings
- Develop/maintain records and databases
- Hire/train/supervise student workers
- Maintain accurate up-to-date academic schedules
- Maintain accurate up-to-date budgets
- Perform clerical and receptionist duties
- Schedule/conduct ARC trainings

Berry College

Admin. Asst./Facilitator Berry Outdoor Leadership Development Program, August 2002- September 2015

- Developed/maintained records and databases
- Facilitated team building ropes course activities
- Hired/trained/supervised student workers
- Maintained accurate up-to-date budgets
- Performed clerical and receptionist duties
- Scheduled on- and off-campus organizations
- Scheduled/Conduct Staff ARC trainings

Berry College

Co-Ed Cheerleading-Mascot Advisor/Coach, August 2008- August 2012

- Athletic Trainer for the squad
- Hired/trained/supervised 5 mascot student workers
- Maintained accurate up-to-date budgets
- Ordered/purchased/maintained accurate inventory
- Scheduled/Conducted practices and tryouts

Berry College

Physical Plant Secretary, June 2002- August 2002

- Assisted director and assistant director as needed
- Developed department reports for distribution
- Prepared purchase orders and invoices
- Processed work order requests

Berry College

Child Development Center Secretary, July 2000- May 2002

- Assumed teaching responsibilities as needed
- Developed/maintained records and databases
- Directed tours for prospective clients
- Maintained accurate up-to-date budgets
- Performed general housekeeping duties
- Supervised student workers

Floyd County Board of Education

Kindergarten Paraprofessional, August 1993- May 2000

- Assumed teaching responsibilities as needed
- Maintained classroom records
- Monitored Lunchroom for grades K-5
- Provided After School Program supervision
- Provided classroom supervision

Rome City Schools

Kindergarten Paraprofessional, August 1988- May 1993

- Assumed teaching responsibilities as needed
- Maintained classroom records
- Monitored Lunchroom for grades K-6
- Performed general School Office duties
- Provided classroom supervision

Kid's World Learning Center

Pre-school Instructor and Evening Assistant Director, 1984- September 1992

- Administered medications
- Planned/organized/taught lessons
- Performed general housekeeping duties
- Provided supervision and discipline
- Receipted tuition payments
- Supervised staff

Organizations and Committees

National Academic Advising Association August 2017-present

- Member and Presenter

Berry College Staff Advisory Committee August 2015-present

- Charter School of Education and Human Science Representative

American Red Cross March 2011-present

- Authorized Provider for Berry College, Department of Kinesiology

Certifications

- ARC Basic Water Rescue
- ARC Small Craft Safety-Canoe
- ACA Basic River-Tandem/Solo Canoe
- ARC CPR/AED for the Professional Rescuers/ Health Care Providers
- ARC Standard First Aid
- ARC Community First Aid-CPR
- ARC Fundamentals of Instructor Training
- ARC Saba LMS: Course Record Administrator
- Georgia Hunter Education

Instructor Certifications, American Red Cross (ARC)

- Professional Rescuers and Health Care Providers
- Responding to Emergencies
- Occupational Safety and Health Administration (OSHA)
- Bloodborne Pathogens-Disease Transmission Prevention
- Oxygen Administration, Anaphylaxis and Epinephrine, Asthma Inhaler
- Standard Child, and Adult First Aid/CPR/AED
- Standard Pediatric First Aid/CPR/AED

Additional Experience

- Proficient in Microsoft Office programs; PC operating system/programs
- ERi High and Low Course Facilitator