



HOLLIS MANAKER

Multipotentiality

PROFILE

Highly organized, innovative, and very industrious individual seeking a position that will allow for challenging opportunities with a goal to produce effective results and attention to detail. Previous experience with employers and clients has shown high efficiency and timeliness in productivity.

CONTACT

PHONE:
281-253-6865

WEBSITE:
www.holligraphics.com

EMAIL:
holti@holligraphics.com

SKILLS

- Proficient in Microsoft Suite, Adobe CSS Suite, Camtasia, MS Visio and Corel Draw. Knowledge of WordPress, HTML, Basic and Fortran programming languages. Currently learning Adobe Captivate for eLearning projects.
- Adept in large format bindery projects to include precision cutting, lamination, and mounting of final prints on various types of media.
- Highly competent in administrative duties such as AP/AR, purchasing, time reporting, travel vouchers, invoicing, and budget adjustments.
- Business delivery driver in Houston metropolitan area for client pickup/drop-off of completed products from local print shop.
- Adept in bookkeeping strategies to include reconciliation, sales transactions and change orders.

EDUCATION

UNIVERSITY OF MICHIGAN, Ann Arbor, Michigan

School of Art & Design
Bachelor of Fine Arts degree with a major in Graphic Design

CS MOTT COMMUNITY COLLEGE, Flint, Michigan

Liberal Arts Curriculum
Dean's List in both fall and winter semesters.

WORK EXPERIENCE

holligraphics (subcontractor)

Katy / Houston, Texas (2010 - present)
San Francisco Bay Area, California (1992 - 2001)
Serviced large and small companies with their graphics needs varying from website design and maintenance, presentation deliverables, training documentation, design and layout of promotional materials (print and digital), photographing social events and corporate gatherings for use in visual communications and marketing.

Metromarketing Houston, Texas

Customer billing and corporate branding assistant
March - October 2015
Entered daily customer billing into accounting system. Also helped prepared promotional marketing products for corporate branding.

University of California, Davis Davis, California

Program Administrator (CALSpace) & Faculty Research Support Assistant (CSTARS)
November 2000 - August 2006
Proven skills in account management for government research grants (Federal and non-Federal) in excess of \$3 million, at the University level.

ADDITIONAL

USSF Certified Soccer Referee
TASO Certified Soccer Referee

- Referee and Instructor aide to new soccer referee clinics; also referee seasonal HS and JH games.
- Work as an active USSF soccer referee throughout the year as well as behind the scenes on refining online clinic programs for regions across the country.

Katy Youth Soccer Club - Board Member (2009-present)
Volunteer Webmaster