

BEVER-LEIGH HOLLOWAY

SEASONAL EXPERIENCE

THE UNITED STATES POSTAL SERVICE

CCA- Las Vegas, Nevada
CCA- Los, Angeles, California

Jan 2024-Jul 2024
Aug 2023-Nov 2023

- Delivered mail for the Post Office.

THE UNITED STATES POSTAL SERVICE

PSE - Charlotte, North Carolina

Nov 2021- Jan 2022

- Sorted mail for the Post Office

ENTREPRENEURIAL EXPERIENCE

THE PROFESSIONAL PEN (CLIENT)

Freelance Marketing and Consulting

July 2021-Oct 2021

- Pitched recommended Sales, Marketing and Branding strategy to client upon hire (contract)
- Conducted sales and brand marketing for expanding agency in Hollywood
- Created and prospected press releases to publications for exposure
- Prospectd film festivals and potential partnerships in the industry for agency services
- Packaged brand and pitched speaker series to prospectd Colleges and Universities
- Created database of potential clients/collaborators
- Networked on LinkedIn for collaborative opportunities
- Offered full-time assistant position upon 3-month tenure but declined due to relocation.


RUN BY FAITH

Writer

March 2019-Dec 2024

- Self-published book ***Surrender: Not My Will, but Yours Be Done***, May 2019
- Self-published book ***Eden's Daughters: Appraised by God, Not Society***, June 2021
- Launched quarterly editorial of current events from God's perspective called ***Break Daily Bread***, Nov 2022
- Created scripted podcast called ***CROSS***, a narrative of a woman who quits her 9 to 5 to follow God on an odyssey into dark territory. (10 episodes)

CONTACT

 725-263-2895

 beverleighholloway@gmail.com

EDUCATION

The Ohio State University

Bachelors of Science
Business Administration-
Human Resources

WRITING COURSES

Writing Lab

Tv Structure for Pilot writing

**Jason Kyle, former TV
Development with CBS and Sony**
TV Pitch Master Class

MasterClass

Writing for Television

OnThePage

Writing Feature Film

CORPORATE EXPERIENCE

TESLA

June 2018- Nov 2020

Solar Energy Advisor/Inside Sales Advisor

- Worked in fast paced customer service environment providing the most exclusive vehicles and solar.
- Troubleshoot and resolved customer service inquiries while building rapport with customers.
- Resolves issues via phone, email, text and social media providing excellent customer service.
- Managed pipeline of 300+ customers.
- Intermediary between the customer and permit coordinators, utility liaisons, 3rd party lenders, design engineers, surveyors, and system installers.
- Represented the Tesla brand with a commitment to deliver an innovative and exciting ownership experience.
- Set expectations for the customer and prepared them for the delivery of their vehicle by guiding them through payment, financing, trade-ins, insurance, incentives, and other local requirements.
- Communicated finance and trade-in options while suggesting suitable alternatives when necessary.
- Finalized delivery paperwork prior to delivery, factoring in the laws in each state.
- Efficiently monitored and managed a pipeline upwards to 70 customers daily.
- Engaged with current customers on the phone, email, SMS and other communication channels to maintain our database.

CARDINAL HEALTH

Jan 2016- March 2018

Business Consultant

- Incorporated a consultative approach to fulfill customer needs by driving value added services that improved customer operational deficiencies, resulting in improving customer sales and margins for independently owned pharmacies and Alternative Care sites.
- Sold software programs and services to independent pharmacies to help manage inventory, and monitor patient performance, reconciliation, and reimbursement opportunities.
- Assumed direct accountabilities for all aspects of the selling process within an assigned customer base striving to improve customer loyalty and retention.
- Drove deeper sales penetration within existing customer accounts with a primary emphasis on generic selling.
- Analyzed opportunities and developed strategies to drive growth in generic product purchasing.
- Prepared presentations, statistical reports as appropriate.

SOFTWARE SKILLS

- Final Draft
- Adobe Acrobat
- Concur
- Salesforce
- Microsoft Office Suite
- Canva
- Ultipro
- Trello
- Monday

ENTERPRISE RENT A CAR

Sept 2011- Jan 2016

Branch Manager/ Assistant Manager

- Marketed and developed long lasting relationships with key decision makers of major companies to establish new business while maintaining current business.
- With the absence of an Assistant manager during my tenure as Branch Manager, I was responsible for overall management and strategic direction of the branch with emphasis in Management of Customer Service and Operations, Human Resources Management, sales and marketing and financial performance.
- Train, motivate and coach employees to increase branch sales by understanding, communicating, and using the 4- step sales process to promote and sell optional protection products, vehicle features and benefits, fuel options and additional equipment.
- Manage branch receivables, including negotiating payment plans, collecting difficult accounts receivables, preparing write-offs for uncollectible accounts, and recommending accounts for referral to collection.
- Human Resources Management for the branch including hiring, firing, employee development.
- Provided excellent customer service and conflict resolution.

ENTERPRISE RENT A CAR

Jun 2010- Sept 2011

Management Trainee/ Management Assistant

- Learned the business from day one, mastering the knowledge and skills needed to eventually run the branch, cultivate new business and develop a team.
- Worked in Columbus, Ohio for 3 months, then to Las Vegas, NV

OHIO STATE UNIVERSITY DEPT. OF ATHLETICS

Jan 2010- Jun 2010

Human Resources Intern

- Assisted HR Director and Coordinator with projects gaining hands-on experience in all aspects of Human Resources.
- Evaluated resumes and provided feedback to interns within Athletic Department as well as facilitated mock interviews for those interns.
- Reconstructed interview questions and redesigned Interview Evaluation sheet for mock interviews for interns within the Athletic Department for positions.
- Provided input for redesigning Performance Reviews for the Athletic Department and Blackwell Hotel.
- Updated position descriptions.
- Constructed first attendance policy for the department.

**EXTRA-CURRICULAR
ACTIVITIES**

- OSU Women's Track and Field athlete
- Big 10 Champion 4x100 relay