



HOLLIS MANAKER

MULTI-SKILLED

OBJECTIVE

Highly organized, innovative, and very industrious individual seeking a position that will allow for advancement and growth within a company. Reputation has shown high efficiency and timeliness in productivity.

I am a positive, hardworking individual who enjoys fast paced environments. If given the opportunity, I will outshine your expectations.

SKILLS & ABILITIES

- MS Office and Adobe CSS
- Corporate Branding
- Visual Media / Photographer
- Large Format Bindery
- A/P, A/R, Purchasing, Payroll, Travel Reimbursements, Proposals & Budgets
- Bookkeeping Standards
- H.S. Substitute Teacher (Katy ISD)
- Delivery Driver (Amazon / UPS)
- USSF & High School (NFHS) Soccer Referee

SOFTWARE

Adobe CSS, Microsoft Office, Dreamweaver, WordPress, Captivate, Camtasia, HTML, Basic & Fortran programming languages, MS Visio, Corel Draw, Quickbooks and ProfitMaker.

Also campus-wide financial management systems for accounting-based activities.

Katy, TX 77494

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URL www.holligraphics.com | www.linkedin.com/pub/hollis-holli-manaker/6/6/909

EXPERIENCE

holligraphics Katy, TX / San Francisco, CA

2001 – Present (Sole Proprietor/Graphic Design)

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.

Past and present clients listed on website.

AMAZON (ABRAHAM GLOBAL VENTURES, INC) Katy, TX

09/2020 – 10/2021 (Amazon Delivery Driver, DOT Certified)

Delivered Amazon packages to customers, ranging in 85 – 200 stops per day. Also worked the Dispatch desk as back-up for three months.

METROMARKETING, LLC Houston, TX

03/2015 – 10/2015 (Customer Billing / Product Branding Asst.)

Prepared and entered customer invoicing into billing system. Also assisted with corporate branding of marketing products using Adobe Illustrator.

COST PLUS WORLD MARKET Katy, TX / Walnut Creek, CA

10/2012 – 04/2013 (POS Coordinator / Bookkeeper-Cashier)

Timely and accurate pricing of sales signage for store merchandise. Bookkeeping strategies included reconciliation, sales transactions and change orders for daily reports and night deposits.

UNIVERSITY OF CALIFORNIA, DAVIS Davis, CA

11/2000 – 08/2006 (Faculty Research Support Asst / Program Administrator)

Worked under CSTARS & CALSPACE lab centers within the Dept. of Land, Air & Water Resources at the University. Proven skills in account management for government research grants (Federal and non-Federal) in excess of \$3 million at the University level, while also compiling equipment purchase requests for faculty & students field work, travel vouchers, invoicing and time reporting.

EDUCATION

UNIVERSITY OF MICHIGAN Ann Arbor, MI

BFA - SCHOOL OF ART & DESIGN

CS MOTT COMMUNITY COLLEGE Flint, MI

LIBERAL ARTS CURRICULUM (Dean's List Fall & Winter)

VOLUNTEER WORK

Katy Youth Soccer Club Board (Webmaster / Coach)

Katy ISD (PTA Chairperson / Classroom Aid)

AYSO Region 218 Board Member (Registrar / Coach)