

BENJAMIN HOLMES

2000holmes@gmail.com | (715) 821-1326 | Richfield, MN

Craig Heinen

February 6th, 2024

Dunwoody College of Technology
818 Dunwoody Blvd
Minneapolis, MN 55403

I was thrilled to see the position of Assistant Librarian open on Indeed.com, as it marries my passions of organization, administration, and student success. In college, I volunteered in mentoring and administrative roles and discovered the joy in helping students develop. Those experiences led me to begin pursuing a career in student success, communication, academic administration.

I am excited about the possibility of working with Dunwoody's staff because of your emphasis on inclusion, collaboration, inspiration, and curiosity. I am committed to embodying these values in my life and in my career. The concept of embracing curiosity deeply resonates with me, and I hope to inspire future generations of students to become lifelong learners through mentoring them with the same care, passion, and reverence for education I was given during my education.

Though my educational experience is not in library sciences, my degrees in English education and communications will help me assist students in their work in the library and help raise awareness of the library's services. In my work experience as a merchandising supervisor, I oversaw a team of fourteen associates to organize and maintain a vast inventory of product across a sales area of 11,500 square yards. These organizational, team leadership, and project management skills are transferrable to cataloging and managing Dunwoody's archives and assisting the Head Librarian to achieve their goals.

Throughout my educational and work experience, I have honed my communication and project management skills through administering various educational programs, leading large teams, and working in customer-service and merchandising areas. I hope to speak with you on Monday the 12th at 3 pm about how I could support Dunwoody's success in this position.

Regards,
Benjamin Holmes

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SUMMARY Supports team success through project management, process improvement, and leadership skills. Aids student success through research, program development, and mentorship experience. Grows public interest through sales, marketing, and outreach skills.

- GENERAL SKILLS**
- Customer service
 - Project management
 - Team leadership
 - Public speaking and lecturing
 - Research and composition
 - Website, user interface, and graphic design

- TECHNICAL SKILLS**
- Microsoft Office Suite
 - Adobe Creative Cloud Suite
 - Affinity Design Suite
 - User interface design: Figma and Adobe XD
 - Website development: WordPress, Gutenberg, Elementor, and Oxygen

EDUCATION **Florida International University, Miami, FL** 09/2021–CURRENT
Bachelor of Arts in Organizational Communication

- Specialized in oral and written communications.

West Coast Baptist College, Lancaster, CA 08/2019–04/2021
Bachelor of Sciences in English Secondary Education

- Minored in History, Public Speaking, Graphic Design, and Visual Productions.

EXPERIENCE **The Home Depot, Maplewood, MN** 07/2022–CURRENT
Sales Specialist

- Doubled sales goals and ranked in the top three specialists in the district for sales and leads within six months.
- Assists 75–125 consumers and professionals per week with home design and construction projects through product, installation, and interior design knowledge.

The Home Depot, Hudson, WI 11/2021–07/2022
Merchandising Supervisor

- Led a team of fourteen associates to accomplish district, store, and departmental goals.
- Trained associates on organizational, process, and product knowledge.
- Created daily, weekly, and monthly agendas for three merchandising departments.
- Developed problem-solving, customer service, and conflict deescalation skills.

The Home Depot, Hudson, WI 05/2019–11/2021
Sales Associate

- Developed flexibility by learning eleven departments.

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AWARDS **The Home Depot, Maplewood, MN** 2023

- Recognized as District Specialist of the Month for September, October, and November of 2023.
- Received 24th Homer Award for Excellence in Service in 2023.

VOLUNTEER WORK **West Coast Baptist College, Lancaster, CA** 2019–2021

- Administrated a 4–6th grade after-school program for two years with 15–30 children.
- Guest-lectured four library seminars on project management and the writing process.
- Volunteered with the Student Success Center to mentor new and struggling students.

Self-Directed, St. Paul, MN 2018–2022

- Designed branding for five businesses and nonprofits.
- Designed, developed, and maintained five business and nonprofit websites.