

TAYLOR HOUDLETTE

CONTACT

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EDUCATION

UNIVERSITY OF MAINE

GPA: 3.91

Orono, ME

B.A. English (May 2019)

Relevant Course

Strategies for Writing across
Contexts
Readings in Literary Theory and
Criticism
Seminar in Writing Studies
Leadership Ethics
Advanced Leadership Theory and
Practice
Topics in Writing and Research

Award And Honor

Dean's List
George J. Mitchell Peace Scholar
Summa cum laude
Golden Key International Honor
Society
Phi Kappa Phi Honor Society
James S. Stevens Outstanding
Junior Award
Sigma Tau Delta English Honor
Society
Alpha Lambda Delta First-Year
Honor Society
Residence Life "Best Team
Player" Award

Extracurricular Activity

Operation H.E.A.R.T.S.
Alpha Lambda Delta (AΛΔ)
Residence Life (RA)
Golden Key International Honor
Society

Communication

PROFESSIONAL EXPERIENCE

PLANNING AND ECONOMIC DEVELOPMENT ASSISTANT

Maine State Government Summer Internship Program, Chelsea, ME / May 2019 – Present

- Conduct field investigations, surveys, or other research to compile and analyze economic, social, regulatory, or physical factors affecting land use.
- Assist in developing planning community programs and projects. Assist with writing and editing grants to fund said projects.
- Evaluate proposals for infrastructure projects or other development for environmental impact or sustainability.
- Identify opportunities or develop plans for sustainability projects or programs to improve energy efficiency, minimize pollution or waste, or restore natural systems.
- Attend public meetings with government officials, lawyers, developers, the public, or special interest groups to formulate, develop, or address issues regarding land use or community plans.

HOSTESS

Applebee's Neighborhood Grill + Bar, Brunswick, ME / Jun 2018 – Aug 2018

- Speak with patrons to ensure satisfaction with food and service, to respond to complaints, or to make conversation.
- Assign patrons to tables suitable for their needs and according to rotation so that servers receive an appropriate number of seatings.
- Maintain contact with kitchen staff, management, serving staff, and customers to ensure that dining details are handled properly and customers' concerns are addressed.
- Supervise and coordinate activities of dining room staff to ensure that patrons receive prompt and courteous service.

RESIDENT ASSISTANT

University of Maine - Residence Life, Orono, ME / Aug 2017 – May 2018

- Enforce rules and regulations to ensure the smooth and orderly operation of dormitory programs.
- Mediate interpersonal problems between residents.
- Communicate with other staff to resolve problems with individual students.
- Counsel students in the handling of issues such as family, financial, and educational problems.
- Develop and coordinate educational programs for residents.
- Develop program plans for individuals or assist in plan development.
- Hold regular meetings with each assigned unit.

STUDENT INTERN

Ameriprise Financial Services, Inc., Topsham, ME / Jun 2017 – Aug 2017

- Establish and maintain relationships with individual or business customers or provide assistance with problems these customers may

ADDITIONAL SKILLS

Relationship Building

Ethical Leadership

Technology

Writing and Editing

Problem Solving

LICENSES AND CERTIFICATIONS

IRB Certified - Basic Social and Behavioral Research

encounter.

- Attend meetings to record minutes.
- Compile, transcribe, and distribute minutes of meetings.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- Greet visitors and determine whether they should be given access to specific individuals.

SEASONAL SALES ASSOCIATE

Party City, Augusta, ME / Sep 2015 - Oct 2015

- Greet customers and ascertain what each customer wants or needs.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Answer questions regarding the store and its merchandise.
- Help customers try on or fit merchandise.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.

REFERENCES

References available upon request