

Lia Hollander

4707 NW Grant St., Vancouver, WA 98663

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Summary

I am a vibrant manager with 15+ years of professional experience. I apply my skills and talents to find problems and create solutions. My goal is to help people become more efficient, thereby wasting less and having more.

Professional Experience

Residential Energy Auditor (pro bono)

Self, Vancouver, WA, 2010

- Created and promoted free residential energy audit program, obtaining 5 requests on first day
- Performed residential energy audits (owner interview, visual interior/exterior inspection, pressure test, and Kill-A-Watt energy use measurement of appliances) and created assessment reports
- Reviewed reports with clients, including applicable rebate programs, tax credits, and proper disposal of e-waste

HR Clerical Assistant

Sharp Labs of America, Vancouver, WA, 2007 (temp)

- Assisted with applicant and resume tracking, job postings, coordination of interviews, scheduling, and candidate care (incl. travel arrangements)
- Responsible for new-hire process, which included employment verification, background check, completing personnel files, and new-hire orientation
- Processed and distributed bi-weekly non-exempt payroll for 17+ employees

Assistant to Territory Manager (volunteer)

Animas Corporation/Johnson & Johnson, Portland, OR, 2006 – current

- Generated sales leads for territory manager at health expo
- Marketed and explained complex medical devices and services to booth visitors at health expo (est. 6,000 attendees)

Owner, Director, Business Operations/Human Resources

Cyclotomic, Inc., Vancouver, WA, 2002 – 2009

- Managed enterprise software development/IT support company for 6 years, mastering account management, finances, marketing, sales, and human resources
- Shifted focus of business in 2007 to part-time web application development
- Led product development, from idea-creation to public release of three web applications
- Marketed products through traditional and online methods

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Education

Bachelor of Arts, Psychology

Simmons College, Boston, MA, 1997

Skills

- 15+ years professional work experience
- Office applications: Microsoft Word, Excel, Power Point; OpenOffice; database access (PostgreSQL via GUI and SQL)
- Promoting brands/products through social networking and media technologies: Twitter, wikis, 4+ blogging platforms, Facebook
- College coursework on statistical analysis
- Voracious learner: read and watched 22+ books/movies on sustainability/energy efficiency
- Excellent public speaker: presented at conferences, lobbied Washington State Senators and Representatives