



# HOLLY PAIS

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Danbury, CT 06810

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203.826.6479

- Looking to obtain a professional career in the field of Agriculture
  - Currently enrolled in Western CT State University for a Bachelor of Science in Biology, with a goal to begin a Masters in Plant Science by May 2021
  - My passion is Garden/Farm work and I would love to have the opportunity to showcase my abilities in this industry
- Authorized to work in the US for any employer
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## WORK EXPERIENCE

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### **Program Facilitator**

**Green Chimneys - Boni-Bel Organic Farm** - Brewster, NY

May 2018 to Present

- Assist in providing agricultural based programs during school, after school and on weekends
- Fill in for Organic Gardener during vacations or sick days
- Supervise and assist children in greenhouse and garden
- Mentor and supervise interns during student interactions
- Assist in maintaining the garden, greenhouse and all of Boni-Bel farm
- Attend Boni-Bel staff meetings
- Assist children in developing good health standards and appropriate hygiene for the organic garden
- Communicate openly with organic gardener and Boni-Bel manager
- Responsible for planting and maintaining farm/campus flower pots and window boxes

### **Office Coordinator**

**Alarm King** - Danbury, CT

November 2016 to April 2018

- Answer phones
- Filing
- Manage technician schedules
- Order equipment
- Assist with AP/AP
- Compose proposal for new jobs
- Communicate with customers for ongoing jobs

### **Assistant Branch Manager**

**Newtown Savings Bank**

July 2010 to November 2016

- Work directly with customers to open new accounts as well as maintain existing accounts.
- Work with Management to achieve and exceed all goals set by Senior Management
- Make sound and risk free decisions when it comes to accepting checks and opening accounts.
- Resolve issues on the teller line when the Supervisor needs assistance.
- Work with the Supervisor to coach them, and give them new tools and resources to coach their direct reports
- Achieve personal sales goals set by direct management to efficiently help with Branch Goals during the Sales Quarter.
- Coach and review reportable employees, quarterly, and at year end.

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## EDUCATION

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### **Bachelor's in Biology**

Western Connecticut State University - Danbury, CT

August 2016 to Present

### **High school or equivalent**

Danbury High School - Danbury, CT

September 2002 to May 2006

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## SKILLS

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- Greet
- Microsoft Office (10+ years)
- CRM (10+ years)
- Mortgage (5 years)
- Cash Handling (10+ years)
- Customer Service (10+ years)
- Project Management (2 years)
- Quickbooks (5 years)
- Gardening (5 years)
- Plant Propagation (2 years)
- Landscaping (5 years)
- Greenhouse Experience (2 years)
- Organic Produce Experience (2 years)
- Plant Management (2 years)
- Schedule Management (2 years)
- Beekeeping (2 years)
- Maple syrup production (2 years)
- Apple Orchard Maintenance (2 years)