

STEVE J. HOLIDAY

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EDUCATION

Bowling Green State University Bowling Green, OH
Bachelor of Arts, Major in History August 2004
Minor in Environmental Studies, Overall GPA: 3.23/4.00

Cleveland State University Cleveland, OH
Master of Public Policy and Administration May 2008
Concentration: Public Management, Cumulative GPA: 3.81/4.00

EXPERIENCE

Bowling Green State University, Bowling Green, OH
Graduate Research Assistant, August 2006 - Present

- Assists the Director of Urban Affairs with various research projects.
- Wrote a grant proposal that was submitted to U.S. Environmental Protection Agency as a collaborative project with the Division of Water to identify contaminants in the Lake Erie water supply.
- Co-taught an undergraduate environmental policy course.

Lake Erie Islands State Parks, Port Clinton, OH
Naturalist, Kelley's Island State Park, Summers 2004 - 2007

- Implemented and managed all facets of the Marblehead Lighthouse public tour program accommodating more than 25,000 visitors each summer. Provided interpretive talks about the Lighthouse and surrounding natural areas.
- Developed and implemented public education programs and multi-media presentations on area wildlife, history, geology, and coastline erosion.
- Coordinated logistics for large tours and school groups.
- Supervised four paid staff members and 9 volunteer
- Helped with campground registration providing tourist and lodging information, collected data, and assisted law enforcement officers.

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Green Energy Ohio, Cleveland, OH
Administrative Intern, January 2003 - May 2004

- Managed all aspects of the organization's involvement with the Earth Day Festival. Provided instructions to homeowners on installation of renewable energy products.
- Designed and updated membership database.
- Coordinated community relations and outreach programs.

Woodland Altars Outdoor Education Center, Peebles, OH
Seasonal Naturalist, March 2003 - June 2003

- Developed and taught classes on ecology, natural history, cultural history, and geology to elementary school students.
- Entrusted with classroom technology, maintenance of buildings and vehicles, and various administrative management duties.

COMPUTER SOFTWARE

ArcView, Adobe InDesign, ClarisWorks, Eudora, Fax Wizard, Lotus Approach database, Lotus Notes, Macintosh OS, Microsoft Office: Word, Excel, Powerpoint, Access and Outlook, Photoshop, PowerPoint, and SPSS statistical software

COMMUNITY ACTIVITIES

- Ohio Parks and Recreation Association, 2003-present
- Ohio District Kiwanis - Circle K Growth Team Task Force, 2002-present
- Bowling Green State University Alumni Association, 2003-present

SUMMARY OF SKILLS

- Strong organizational planning abilities
- Work well in high-pressure situations
- Excellent written communication and public speaking skills
- Detail-oriented

REFERENCES

Available upon request.