HOLLY HINTON

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# Relevant Work Experience

**Flagler College Proctor Library—St. Augustine, FL**

***Library Archives Assistant*** January 2025 – Present

* Develop engaging exhibits and displays, showcasing ability to create age-appropriate educational programming
* Collaborate with library staff to develop engaging and innovative programming targeted at Flagler College students
* Catalogue and preserve historical materials according to archival standards, ensuring proper documentation of collections for future research
* Process new materials including digitizing documents and uploading to appropriate collections
* Create detailed records of archival materials, ensuring accuracy and ease of use

***Library Assistant*** August 2023 – Present

* Provide support and guidance to patrons in accessing books, periodicals and other relevant resources
* Process library materials, demonstrating attention to detail and organizational skills
* Manage circulation desk operations to ensure accurate record-keeping and resource access
* Cultivate long lasting relationships with diverse patrons and library staff by creating a welcoming environment that encourages community engagement
* Lead integration of donated collection by organizing, shelving, and inventory-checking to ensure resource accessibility

# Additional Work Experience

Donor Communication – Theater for Young Audiences October 2024 – Present

Barista – The Kookaburra, Starbucks, Kohler Company January 2020 – Present Social Media Intern – Flagler College Communication Department, Kohler Hospitality February 2020 – January 2025

# Education

**Flagler College** Expected graduation: December 2025

St. Augustine, Florida

Bachelor of Arts in Strategic Communication; Minor — English

President’s List August 2022 – December 2023

Dean’s List January 2024 – December 2024

# Extracurriculars and Awards

**Public Relations Student Society of America –Director of Recruitment** August 2023 – Present

* Strategically lead recruitment initiatives to expand organizational membership including going into classes to give presentations to large groups about the club
* Execute a recruitment plan including developing networking and professional development opportunities
* Foster an inclusive community environment that enhances member retention through personal outreach and one- on-one connections with each member

**Women of Vision** August 2023 – Present

* Selected in scholarship and mentoring program focused on career development
* Engage in supportive mentorship opportunities for high-achieving women at Flagler College
* Participate in diverse educational workshops and learning experiences that develop leadership skills