

Holly Frantz

Project Manager Assistant



3157 Limestone Rd, Cochranville, PA 19330

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Areas of Specialization

- Data Analysis
- Website Management
- HTML and Java Programming Language
- Social Media

Overview of Experience

- Tracked project budget and spending.
- Maintained compliance with documentation requirements.
- Sourced suppliers and subcontractors.
- Assured the completion of project files.
- Updated company financial reports.
- Prepared performance reports and set performance goals accordingly for weekly meetings.
- Maintained company's social media, including Facebook, Twitter, LinkedIn, Instagram and more using Hootsuite.
- Managed company's WordPress-based website.

Education

B.S., Mathematics
Millersville University, 2017

A.A., Chemistry
Harrisburg Area Community College,
2015

Affiliations

Mathematical Association of America

National Society of Leadership and
Success

