**Tom Hollembaek**

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**EDUCATION**

Bachelor of Arts in Political Science, University of Oregon, August, 2008

Concentration in Spanish Language

Associates of Arts, Lane Community College, June 2005

**EXPERIENCE**

**Legislative Office Assistant**

**Office of State Representative Debi Farr, Salem, Oregon**

**Summer of 2004-2006.**

·     Maintained voter data through a detailed and organized EXCEL file.

·     Assured alphabetical filing of House and Senate bills was complete each day.

·     Prepared messages from constituents and colleagues for the Representative.

·     Recorded notes from the House floor.

·     Microsoft Office used daily.

**Office Assistant, Associate of Labor**

**Weber Furnace and Vac. Eugene, OR. 1997-2005**

·     Created schedule of weekly furnace & chimney cleaning jobs.

·     Assisted with chimney and air duct cleaning as well as in team assignments to finish bigger homes.

·     Planned company meetings for up to ten employees to discuss commercial bids.

·     Briefed truck operators about expectations of customers & daily assignments.

**Administration; Manager of Delivery**

**Business Works of Hawaii. Kona, Hawaii 1999-2000**

·     Provided training for customer on equipment use & assisted in troubleshooting.

·     Delivered office equipment to job sites, including hotels and offices.

·     Worked in cooperation with hotel staff to coordinate and set up equipment.

·     Created customer work orders for well organized monthly calendar of rentals.

·     Microsoft Office used daily.

**COMMUNITY SERVICE**

·     Dominican Dream Project, Volunteer, Assistant Swim Teacher, Library tutor, English and Computer assistance. Cabarete, Dominican Republic.

·     Food for Lane County

**REFRENCES**

·     Neil Noland – Spanish Instructor, University Of Oregon. neildnoland@yahoo.com (Currently Teaching Abroad)