

Holly Elizabeth Carpenter

300 Swift Ave. #21
Durham , NC 27705
(919) 619-2007 (Cell Phone)
Holly.carpenter@duke.edu (Email)

Education:

East Carolina University, Greenville, North Carolina

- Date of graduation: May 8, 2004
- Bachelor of Science in Family and Community Services Cum Laude
- GPA: 3.5/4.0

Duke Divinity School, Durham, North Carolina

- Prospective date of graduation: May 9, 2009
- Master's of Divinity
- GPA: 3.33

Ministry Experience:

January 2009 – Current: Ministerial Intern for Union Grove UMC, Hillsborough, NC

- Supervisor: Rich Greenway
- Age group: Middle and high school
- As a mid-year placement due to loss of supervision at Center UMC, Union Grove is a new job and the responsibilities are still to be determined. I have expressed interest in a youth ministry focus that will include various activities.

September 2008 – December 2008: Ministerial Intern for Center UMC, Sanford, NC

- Supervisor: Mary Lou McElray
- Age group: Middle and high school
- Develop two worship services and assist as liturgist each Sunday
- Prepare and give two sermons based on lectionary texts
- Develop and/or use lesson plans for middle and high school Sunday school and youth group
- Encourage community and shared stories through youth activities, fellowship events, and attending various events at the church.
- Organize and supervise seven youth at the NC Conference Fall Pilgrimage

September 2007- May 2008: Ministerial Intern for University United Methodist Church in partnership with UNC Wesley Foundation, Chapel Hill, NC

- Supervisor: Rev. Carl King (UUMC) and Rev. Jan Rivero (Wesley –UNC)
- Age group: college students
- Plan and participate in Sunday night student worship service
- Coordinate topics and speakers for Sunday student lunches
- Form and maintain relationships with 20+ college students
- Serve as an active member of the Higher Education Committee and Worship Committee in providing ministry and community to students
- Participate in a Spring Break mission trip to Washington, DC with a focus on hunger and poverty. Planned and coordinated evening devotions

- Help develop fellowship, service, and learning opportunities for students.

May 2007-August 2007: Summer Intern for Pilmoor Memorial UMC, Currituck, NC

- Supervisor: Rev. Scott Wilson-Parsons
- Age group: Middle and high school and some elementary-age children
- Plan and participate in Sunday worship (including 3 sermons)
- Organize and develop middle and high school activities (educational and social)
- Conduct home/hospital visits with members of the congregation
- Coordinate and facilitate summer children socials
- Lead youth and assisting children during the summers VBS
- Meet weekly with the senior pastor for vocational discussions and supervision

August 2005 – August 2006: Youth Ministry Intern for First Presbyterian Church, Ft. Collins, CO

- Supervisor: Rev. Jon Heeringa
- Age group: Middle and high School
- Help plan, develop, implement, and evaluate Wednesday night youth events
- Develop and deliver four devotional thoughts at youth gatherings
- Compile contact information and records of 30-40 youth
- Produce and mail publicity flyers and notices to 100 families
- Contact and/or meet with at least one youth a week for relationship building
- Develop relationship with parents/guardians
- Meet one-on-one with supervisor to track program & personal progress
- Lead weekly Junior High Sunday School lessons and a JH girl's small group
- Provide assistance to Director in form of administration, communication, event planning, and implementation

August 2004 – August 2005: Middle School Counselor for UUMC Youth Group

- Plan, implement, and evaluate weekly bible study sessions
- Facilitate a discussion group of 6 females during Sunday meetings
- Provide support and encouragement to a student who is on the leadership team
- Mentor a seventh grader through confirmation. Includes weekly dinner and devotional time as well as participation in three classes and one retreat
- Chaperone summer mission trip

Work Experience:

June 2008 – August 2008: Yard work assistant for Sue Ross, Fort Collins, CO

- Renovation and upkeep of residential landscape

September 2004 – August 2005: Habilitation Technician for Alpha Omega Health, Chapel Hill, NC

- Supervisor: Louis Mitchell
- Provide one-on-one tutoring for 9 year old boy with autism
- Maintain documentation of child's progress with developmental goals
- Develop and implement activities to encourage child's development

June 2004 – July 2004: Counselor for Camp Sunshine, Greenville P&R

- Supervisor: Kelvin Yarrell
- Provide supervision for 25 participants ages 6-21
- Direct and assist transitions to and from three activities each day
- Encourage campers with developmental tasks such as personal care
- Plan and implement games and art activities once a week

August 2003 – May 2004 Service Representative at Neighborhood Service Office, ECU

- Supervisor: Linda Sessoms
- File paperwork
- Provide customer service for 5-10 residents daily
- Log in maintenance claims
- Handle paperwork for move-in day and room changes

May 2003 – August 2003: Server at Antonello's, Greenville, NC

- Supervisor: Francesca
- Seat and serve guests
- Total checks and handle over fifty dollars in tips and payments
- Opened and closed restaurant

June 2001 – June 2002: Server at Ye Olde Waffle Shoppe, Chapel Hill, NC

- Supervisor: Kathleen
- Seat and serve guests
- Handle over eighty dollars in tips and payments
- Answer the phone/take-out orders
- Opened and closed restaurant

June 2000-August 2000: Child care provider at UUMC, Chapel Hill, NC

- Supervisor: Beth Alexander
- Primary caregiver for three children.

Organizations/Volunteer experience:

August 2002 – May 2004: President of Pirate Pals, ECU

- Compile registration and financial documentation for presentation to SGA for funding
- Coordinate and facilitate the 2003 Christmas Party for the Hematology & Oncology patients
- Serve as liaison between Pirate Pals and the Child Life staff at PCMH
- Serve as organizational representative during campus events and the Pirate Pal website
- Recruit and maintain student involvement
- Organize, develop, implement, and evaluate the 2003 Easter egg Hunt
- Serve as a buddy to an oncology patient for two months

January 2004 -- April 7, 2004: Co-Director of Special Olympics Greenville-Pitt County Spring Games

- Recruit, maintain, and organize over 100 volunteers

- Draft and mail out various letters requesting donations and volunteers
- Call 11 businesses and organizations and establish a relationship in order to provide food and various donations for the Spring Games
- Supervise four precept students who assist in planning of the Spring Games
- Become a Certified Track and Field Coach in accordance with Special Olympics North Carolina requirements
- Log over 50 hours teaching athletes the fundamentals of track and field
- Train 10 volunteer coaches for various Pitt County schools
- Network with local teachers to coordinate all volunteers and practice sessions
- Compile a rubric of coach and teacher information to accompany email correspondence with participants

February 2004 – April 1, 2004: Counselor for Special Populations after school camp

- Interact and assist five elementary and middle school students
- Supervise and participate in bowling, swimming, and free play
- Spend one-on-one time with each student throughout the week talking about school and/or camp

March 19, 2004 – March 21, 2004: Venue Manager for Special Olympics North Carolina State Basketball Tournament in Greenville, NC

- Conduct inventory of all equipment needed for the site
- Collaborate with janitorial staff of venue to establish professional relationship between the school and Special Olympics North Carolina
- Assist and supervise equipment setup of banners, signs, table, water coolers, and basketball equipment
- Provide overall supervision of the facility during the two days of competition
- Coordinate over twenty volunteers to distribute lunch to over a hundred athletes
- Facilitate evaluation session with the competition manager, official, and a volunteer

January 2003 – May 2003: Practicum student in Child Life Lab, ECU

- Coordinate snack for ten toddlers
- Assist with Diapering and Toileting time
- Observe and document the behavior of one child for class
- Plan and facilitate two group activities for ten children
- Read, play, and interact with the children to encourage developmental growth

Computer abilities: 36 Words per minute, Microsoft PowerPoint, Microsoft Word, Microsoft Publisher, Microsoft Excel

References:

- Sue Ross (970) 484-3018 (most recent employer)
- Mary Lou McElray: maryloumcelray@yahoo.com
- Rev. Carl King: cking@chapelhilluunc.org (919) 929-7191 (supervisor at UUMC)

- Rev. Scott Wilson-Parsons: scottwp@nccumc.org (252) 619-8146 (supervisor at Pilmoor UMC)
- Jon Heeringa: jon@firstpresfc.org (970) 482-6107 (supervisor at First Presbyterian)
- Kelvin Yarrell: (252) 329-4541 (Special Olympics internship supervisor)
- Linda Sessoms: (252) 328-4044 (Service Representative Manager)