

BILLI LYNN HOLT, M.A.

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STRATEGIC COMMUNICATION | MULTI-BRAND ECOSYSTEM | COMMUNITY IMPACT

Strategic communication practitioner and multi-brand founder with experience integrating public-facing service, legal document access, real estate support, and creative educational storytelling. Founder of **Billi Lynn Holt LLC**, a communication ecosystem operating across apostille services, online notarization, real estate access education, artisan brand identity, and children's publishing. Applies graduate-level theory from **organizational communication, SCCT crisis response, and digital media literacy** to create **real-world communication systems** that support access for underserved populations, including justice-impacted individuals, housing-insecure families, and community heroes.

CORE COMPETENCIES

Strategic Communication • Organizational Communication • SCCT Crisis Response • Public Trust & Ethics • Apostille & Authentication • Real Estate Support • Instructional Design • Benefit Access Education • Remote Online Notarization • Brand Narrative Development • Experiential Education • Community Outreach • Volunteer Coordination • IRS Compliance Support • Interdisciplinary Research

PROFESSIONAL EXPERIENCE

Founder & Principal

Billi Lynn Holt LLC — Rochester, NY

October 2021–Present

Builds and operates a **multi-brand communication ecosystem** combining public service, private consulting, and educational creative media.

Business Lines:

- **ApostilleExpressNotary.com** — international document authentication, Hague Convention apostille services, and support for immigration and education documents.
- **NotaryOnlineHoltLLC.com** — secure remote online notarization with identity verification and global access for U.S. documents.
- **Keller Williams Real Estate Support billilynnholllc.kw.com** — buyer education, contract support, and digital onboarding processes through **Homes for Heroes** programs.
- **Harley Finn Mermaid Extraordinaire** — experiential education and entertainment promoting confidence, storytelling, and imagination.
- **Billy Bread (Inventor)** is an artisanal bread brand that combines cultural heritage, food identity, and narrative branding (Artisan, preservative-free bread, U.S. patent pending with planned international protection via the Patent Cooperation Treaty (PCT)).
- **Vroom Vroom Children's Books** — educational STEM entry series introducing children to automotive literacy through sibling characters.

Key Achievements

- Created unified digital identity across six brands
- Built scheduling, payment, and client onboarding systems
- Applied Strategic Communication theory to community empowerment
- Invented artisan food product and brand identity
- Developed children's STEM-based educational content

Licensed Realtor®

Keller Williams Greater Rochester — Rochester, NY

September 2024–Present

Supports real estate clients through buyer education, contract explanation, Homes for Heroes program access, and digital document execution.

- **Professional Standards Committee**, Greater Rochester Association of Realtors (2024–Present)

IRS Forms Specialist & eMentor

National Telecommuting Institute — Boston, MA

2014–2020

IRS Forms Specialist (2014–2017), promoted to **Core eMentor** (2017–2020).

- Assisted tax filers with documentation and form navigation
- Coached individuals with disabilities entering federal remote work
- Trained new specialists in IRS communication systems

IRS Certified Tax Preparer (VITA)

CASH/VITA — Rochester, NY

Jan 2025–Jul 2025

Certified to provide basic return preparation for underserved populations.

EDUCATION

Doctor of Strategic Communication (In Progress)

Regent University — Virginia Beach, VA

Master of Arts, Criminal Justice (Legal Studies)

Keiser University — Ft. Lauderdale, FL, 2013

Bachelor of Science, Interdisciplinary Studies (Business)

Keiser University — Ft. Lauderdale, FL, 2011

AAS, Criminal Justice, Police Science

Monroe Community College — Rochester, NY, 1993

Additional Academic Study

- Organizational Management — Roberts Wesleyan College
- Social Theory, Social Structure, and Change — SUNY Empire State College
- Office Technology/Legal Studies-Monroe Community College
- Liberal Arts-Monroe Community College
- Educational Opportunity Center (Caribbean Dance, Nurse's Aide Certification, First Aid & Red Cross Certification)

Additional Training & Lifelong Study

- Vocal Performance & Choir (Lifelong Study)
- New York State Training Day Care Operator
- Certified Nursing Assistant
- Certified Personal Care Assistant
- Physical Conditioning & Endurance Training
- Performance Discipline & Somatic Awareness (YMCA Member 30+Years)
- Lifelong commitment to health, discipline, and community wellness

Professional Training & Programs

- ACT For the Children (2002)
- Golden Graduate, USA Parenting Coalition (1990), Webster Avenue Family Resource Center
- Self-Defense & Martial Arts Training

CERTIFICATIONS

- Small Business Administration (2024)
- New York State Notary Public (2023)
- Certified Signing Agent
- Certified Remote Online Notary
- Certified Immigration Document Preparer
- Certified Apostille Specialist (Aug 2025)
- IRS Certified Tax Preparer, VITA (2025)
- Certified Professional Bartender

VOLUNTEER SERVICE

- Visiting Nurse Service Hospice Volunteer
- AmeriCorps Volunteer
- Rochester Police Department — Community Support, Pac-Tac, Homicide Response Team (Crisis Intervention Services)
- Catholic Diocese of Rochester — Community Volunteer
- CASH/VITA — IRS Tax Support
- Produce Distribution Charlotte Library
- Volunteer Attorney Service Teams, V.A.S.T. -Legal Support Volunteer (Non-Attorney)
- Rochester Museum & Science Center-Library Volunteer
- Housing & empowerment education for justice-impacted individuals

NONPROFIT INITIATIVE (IN DEVELOPMENT)

Developing an educational empowerment initiative supporting individuals impacted by incarceration, trafficking, and homelessness with access to housing education, document support, and strategic communication tools rooted in public trust and ethical leadership.

Innovation & Entrepreneurial Projects

- Creative & Academic Writing Awarded Author (1998)
- Founder & Creative Director-Harley Finn Mermaid Extraordinaire (Mermaid Entertainment & Creative Brand)
- Founder & Culinary Innovator -Billy Bread (Artisan, preservative-free bread, U.S. patent pending with planned international protection via the Patent Cooperation Treaty (PCT).)
- Inventor & Creator- Wicked Salad
- Whole-food cooking & product development (from scratch, no preservatives)
- Emphasis on health, sustainability, and ethical food practices
- Independent, self-funded product development and brand commercialization

Global & Cross-Border Credentials

- U.S. Citizen| International Birth (Heidelberg, Germany)
- Experience with international documentation, apostille processes, and cross-border compliance
- Familiarity with U.S. federal, state, and international administrative systems
- Federal Contractor Registration & Training, SAM.gov registered

REFERENCES

Available upon request.