

# Olivia Smidel

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## **Education**

St. Norbert College, De Pere, WI

Anticipated Graduation: May 2022

Bachelor of Arts

Double Major: Communication and Media Studies, & Integrative Studies

Cumulative GPA: 3.84

## **Leadership Experience**

### **Untouchables**

*President (2020-2021) and Service Chair (2019-Present)*

- Develop relationship with community partners and planned service and fundraising events to benefit their organization
- Make executive decisions that represent the groups opinions and fulfill their needs

## **Learning Experience**

**Au Naturale**, Green Bay, WI

May 2019

*Integrative Studies Experiential Learning*

- Observed entrepreneurial skills such as improvisation, experimentation and creativity associated with starting a business

## **Internship Experience**

**NEW Zoo & Adventure Park**, Suamico, WI

Summer 2020

*Communications, Marketing and Social Media Intern*

- Utilized written communication skills by producing social media posts for multiple media platforms
- Created engaging and educational media for current social media followers and marketing material to attract new visitors

## **Work Experience**

**Target**, Ashwaubenon, WI

November 2019-Present

*General Merchandise Teammate*

- Working independently while also communicating effectively with multiple team supervisors
- Complete assigned duties and projects in a timely manner while providing customer service to guests

**Financial Aid Office-St. Norbert College**, De Pere, WI

August 2018-Present

*Student Office Assistant*

- Maintain confidentiality of sensitive information
- Reply professionally to emails in inbox in a timely manner with accurate and detailed information
- Create engaging and educational videos with screen recordings and voice-overs

**Agropur**, Luxemburg, WI

June 2018-August 2019

*Administrative Assistant*

- Organized paperwork for shipments and created sales orders utilizing Oracle and Excel
- Communicated effectively between truck drivers and shipping personnel
- Assisted departments during employee vacations by being flexible and learning new tasks quickly