

# Olivia Shiel

## STRATEGIC COMMUNICATION

### CONTACT



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Kinnelon, NJ



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### EDUCATION

B.A. Strategic Communication  
High Point University  
High Point, NC  
2016 – 2020

### SKILLS

- Strong Written and Verbal Communication Ability
- Proven Leadership
- Social Media
- Time Management
- Exceptional Organization
- Adobe Software
- Microsoft Office

### ACHIEVEMENTS

- Hootsuite Platform Certified
- Dean's List Fall 2018, Fall 2019

### PERSONAL STATEMENT

I am prepared to apply my well-versed knowledge in a professional setting while working for an inspiring company.

### PROFESSIONAL EXPERIENCE

#### Communications Intern

*Celiac Disease Foundation / Woodland Hills, CA / May 2019 – July 2019*

- Developed creative content for media platforms
- Assisted with event management for conference and expo
- Organized research data in excel

#### Marketing and Sales Intern

*The Fountain Spa / Ramsey/Hackensack, NJ / May 2018 – August 2018*

- Collaborated with management to assess sales
- Delivered high quality and friendly customer service
- Supported management by interacting with clients

#### Contributing Writer

*Campus Chronicle / High Point, NC / January 2018 – May 2018*

- Created and developed content for weekly articles
- Marketed upcoming campus events
- Composed and revised opinion articles

### CAMPUS INVOLVEMENT

#### Public Relations Student Society of America

*Student Government Representative / August 2019 – Present*

- Present bills to the student government
- Develop a professional network

#### Habitat for Humanity

*VP of Communications / August 2019 – Present*

- Manage social media platforms
- Partner with organizations to assist with volunteering

#### Alpha Phi Omega

*Member / January 2018 – Present*

- Participate in philanthropy events on campus and in the community
- Partner with organizations to assist with volunteering

#### Planning on Point

*Member / High Point, NC / January 2018 – Present*

- Organize events including, fundraisers and dances
- Meet with mentors to discuss event management industry