

Olivia Foster

(706) 577 3832 | oliviacfoster17@gmail.com | linkedin.com/in/oliviacfoster | Nashville, TN

Portfolio: olivia-foster.com

EDUCATION

Auburn University | Auburn, AL May 2024
Bachelor of Arts, Public Relations | *Minor*, Business **GPA: 3.86/4.00**
Honors: Summa Cum Laude, Dean's List: Spring 2021, Fall 2021, Spring 2022, Fall 2022, Spring 2023

EXPERIENCE

The Wynn House | Columbus, GA **May 2024–July 2024**
Part-Time Assistant to the Executive Director

- Provided administrative assistance to the director, ensuring workload was balanced and efficiently managed
- Attended events and supervised behind the scenes operations to assure the smooth execution of tasks

The Wynn House | Columbus, GA **January 2024-May 2024**
Public Relations/Marketing/Management Student Intern

- Assisted in event management to keep clients and members up to date with newsletters, remodeled The Wynn House web page and crafted content for the social media pages
- Operated point of sale systems for event invoices and freezer food orders
- Created logos for new kitchen management to enhance brand experience

Auburn University College of Liberal Arts | Sevilla, Spain **May 2023–June 2023**
Study Abroad Participant

- Studied with a diverse group of twenty Public Relations students in Seville to expand my experience and enhance my cultural repertoire
- Developed career skills by learning from professionals in Spanish news outlets, non-profits and PR-related agencies

Young Life's Sharptop Cove | Jasper, GA **January 2022 & February 2023**
Weekend Staff

- Managed the apparel store monetary transactions; grew in customer service experience
- Assisted in restocking and reorganizing the merchandise warehouse

Larkin Lane Designs | Columbus, GA **August 2019-February 2020**
Student Intern

- Created and designed graphics for social media and websites; updated inventory stock and search engine optimization
- Organized and cleaned apparel in the storage unit

VOLUNTEER EXPERIENCE

Auburn Gymnastics Academy HUGS | Auburn, AL **August 2021-May 2024**
Volunteer

- Instructed weekly adaptive gymnastics classes for children with disabilities
- Assisted in the enhancement of children's basic movements such as gross motor skills, eye-hand coordination and basic gymnastics skills

Make-A-Wish Foundation | Auburn, AL **August 2020-May 2024**
Volunteer

- Attended benefit nights at local restaurants and campus organized events to raise money for the Make-A-Wish kids
- Granted wishes for children with terminal illnesses in the local Auburn area

Easter Seals | Columbus, GA **August 2018-August 2021**
Volunteer

- Lead arts and crafts projects with the Easter Seals around the holiday season to bring joy and happiness to families in the community