**Olivia A. Phillips**

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**Education**

**American University,** College of Arts and Science, Washington, DC Bachelor of Arts, Majoring in Literature/English with Minor in Political Science May 2021 Certificate in Advanced Leadership Studies, School of Public Affairs

*Honors:* Dean’s List

School of Public Affairs Leadership Program

Major GPA: 3.63

Cumulative GPA: 3.52

*Relevant Courses and Projects:*

* School of Public Affairs (SPA) Leadership Program: Selected applicant to take part in a 4-year Certificate Program to develop leadership skills by applying them to group and independent social action projects. Placed into an issue group freshman year to collaboratively work on the issue of Education Empowerment, researching the effect that different types of schools have on standardized tests. Sophomore year, assigned to an independent social action project, implementing a mental health awareness campaign on-campus, distributing information to students in class directing them to on and off campus mental health resources.
* Renaissance Drama: Wrote a paper, connecting a Spanish Renaissance play to the current political climate in the United States. Submission of that paper for publication in the Bowdoin College Literary Magazine and presented the paper to the College of Arts and Science Research Conference at American University.

**Experience**

*Tutor,* **Writing Center**, American University December 2018- present

* Assisting undergraduate and graduate students by reviewing and editing papers, emphasizing improvement of writing style
* Recruited from undergraduate literature accomplishments as a sophomore to work with University-wide students

*Second Year Teaching Assistant,* **SPA Leadership Program**, American University March 2020-present

* Selected to assist collaboratively in creating and implementing a curriculum within the Leadership Program addressing the issues and concerns of societal diversity

*Co-Director of Diversity and Inclusion*,**SPA Leadership Program**, American University March 2018-May 2019

* Established a newly organized mission to implement diversity and inclusion within the Leadership Program through guest speakers, student-led forums, and workshops

*Communications Intern,* **Coalition for Juvenile Justice,** Washington D.C. August 2020- present

* Assigned a myriad of tasks at nation-wide coalition of State Advisory Groups, representing the interests of children and their interactions with the court system
* Designed and marketed social media posts for Coalition events and informational awareness on current and developing topics on Juvenile Justice
* Collaborated on a Racial and Ethnic Disparities Peer Resource Guide through research and writing
* Directly worked with Director of CJJ to research sources of data for speeches and presentations

*Communications and Legislative Intern,* **Office of State Representative Michael Day,** Massachusetts State House. Summers 2019, 2020

* Drafted press releases and op-eds for the Representative to be published in local news outlets
* Organized monthly calendars, scheduling local community events in the Representative’s district
* Summarized pending bills for the Representative and constituents concerning upcoming legislation
* Communicated directly with constituents on behalf of the Representative

*Assistant Tennis Pro*, **Winchester Swim and Tennis Club,** Winchester, MA June 2015- August 2020

* Developed competitive tennis skills in children and adults ranging in age from 3-60 at all skill levels
* Coordinated events with management team including mixed doubles night, men’s social and women’s social

*Vice President and Member*, **Student Council**, Winchester High School September 2013-June 2017

* Four-year elected class representative
* Carried our student art show, fundraising events and charitable student participations

*Student Representative*, **Winchester School Committee,** Winchester, MA September 2016- June 2017

* Represented high school students at the Town School Committee on student issues and concerns

*Captain,* **Winchester High School Girls Tennis Team,** Winchester High School June 2016-June 2017

*Assistant Sunday School Teacher*, **St. George Albanian Orthodox Cathedral**, Boston, MA September 2013- May 2017

**Skills**

* Computer: Excel, Word, PowerPoint, Social Media (Facebook, Twitter, Instagram, Canva)
* Languages: Spanish (intermediate verbal, reading, and writing)