Olivia Otterbein

 **a** | 555 Main Street Westerville, OH 43081 **p** | 614.555.5555 **e** | olivia.otterbein@otterbein.edu

 *Education* **Otterbein University**, Westerville, OH Class of 20\*\* *Bachelor of Arts*;Major – Public Relations, Minor – Business Administration

 Cum GPA: 3.54

 **Bond University,** Queensland, AUS Spring 20\*\*

*Study Abroad*

 *Professional* **Fahlgren Mortine Public Relations,** Columbus, OH April 20\*\* – June 20\*\*

 *Experience**Public Relations Intern*

* Create client news releases and media list
* Write monthly employee newsletter
* Update staff bios and add new content to company website

 **Nationwide Insurance,** Columbus, OH September 20\*\* – March 20\*\*

 *Public Relations Intern*

* Drafted, edited and conceptualized intranet content
* Member of a hand-picked team sent to Texas to promote marketing campaign
* Organized and coordinated internal events
* Maintained and interacted on social media channels including Twitter, Facebook and blog

 **City of Westerville,** Westerville, OH November 20\*\* – August 20\*\*

*Recreation & Event Specialist*

* Coordinated front desk operations
* Assisted with event setups and coordination at The Everal Barn, including logistics planning
* Served as a lead volleyball instructor

 **BalletMet,** Columbus, OH November – December 20\*\*

* Organized promotional events for “The Nutcracker”
* Collaborated with local radio and television outlets to promote ballet

 *Campus* **Big Brothers Big Sisters of Central Ohio,** Columbus, OH October 20\*\* – present

 *Involvement**Project Mentor*

* Serve as a Big Sister to a 6th grade student
* Provide mentoring during weekly outings

 **Otterbein Tan & Cardinal Newspaper,** Westerville, OH March 20\*\* – present

Staff Writer

 **Otterbein University Women’s Volleyball,** Westerville, OH August 20\*\* – present

*Varsity Athlete*

* Captain, 20\*\*
* Player of the Year, 20\*\*; Ohio Athletic Conference Player of the Week, 20\*\*

 **Special Olympics of Franklin County,** Columbus, OH Summers 20\*\* & 20\*\*

*Softball Coach*

 **Ubuntu Mentoring Program,** Columbus, OH January – March 20\*\*

 *Mentor*