

OLIVIA CROWL

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I value hard work and finishing what you start. I will always finish a job that has to be done, even if I must stay longer than expected. I value all work and quality is key.

EXPERIENCE

JUNE 2014 – AUG 2015

CREW MEMBER, MCDONALD'S

Handled money daily, processed orders, cleaned, and prepared orders.

JUL 2015 – AUG 2017

OFFICE WORKER AND RECEPTIONIST, BEELINE PEST CONTROL

Received information from customers via phone and inputted the information into a computer system daily. Managed technician schedules, focusing on time management skills.

AUG 2015 – PRESENT

PRESIDENTIAL AMBASSADOR, SOUTHERN UTAH UNIVERSITY

Recruiting for SUU including: on-campus tours, off-campus high school visits, Red Riots, phone calls and cards to prospective students, etc. Trained in interacting with diverse groups of students positively.

AUG 2018 – PRESENT

TA AND RESEARCH ASSISTANT, SOUTHERN UTAH UNIVERSITY

Grading papers, assessing students and their teaching ability, and doing research on demographics of schools that graduates are working at.

EDUCATION

JUNE 2015

HIGH SCHOOL DIPLOMA, NORTHRIDGE HIGH SCHOOL

3.98 GPA, Student Government, and theatre (stage crew and performance)

PRESENT

BACHELOR'S IN ENGLISH EDUCATION/SPANISH, SOUTHERN UTAH UNIVERSITY

3.1 GPA, Presidential Ambassador, English TA, and Research Assistant **(By May 2021)**

EDGE PROJECT

SUMMER STUDY ABROAD IN CUSCO, PERÚ, SOUTHERN UTAH UNIVERSITY

One-month internship, Spanish classes, culture classes and awareness, and weekly excursions

SKILLS

- Proficient in Microsoft Word, Microsoft Power Point, and Microsoft Excel
- Experience answering phones and emails, filing, scheduling appointments and inputting information
- Honest
- Dependable
- Punctual
- Knowledgeable as well as a quick learner