
OLIVIA HART

(502)827-4841

ohart01@bellarmine.edu

1401 Barnes Rd.

Bardstown, KY 40004

EDUCATION

BELLARMINE UNIVERSITY – LOUISVILLE, KY

AUGUST 2012 - DECEMBER 2015

Double major in Communication and Design, Arts and Technology

- Fluent in Microsoft and Windows systems and applications
- Proficiency in Adobe Photoshop, Premier, Illustrator and Dreamweaver
- Knowledge of Apple's Garageband, Motion, iMovie and iPhoto programs
- Trained in various writing styles and formats (AP, MLA, press releases, etc.)

EXPERIENCE

ST. MATTHEWS IMPORTS, ACCOUNTING ASSISTANT AND RECEPTIONIST

- Learned ins and outs of office settings including importance of organization and communication 2010 - 2013; 2014 - present
- Comfortable handling time sensitive material as a result of constant deadlines
- Created new organization system in office that greatly increased office efficiency

AMERICAN HEART ASSOCIATION, HEART BALL INTERN

- Enhanced organization and event planning skills through helping plan the Heart Ball and the Healthy Family Training Camp August 2015 - January 2016
- Strengthened interpersonal skills through interaction in office and with AHA's donors and sponsors

GRIFF'S, HEAD HOSTESS AND ASSISTANT TO MANAGEMENT

- Lead employee training and information sessions; enhanced collaborative skills January - March 2015
- Aided management in design of new restaurant floor plan and general employee rules
- Provided technical assistance and training with OpenTable software

AUSTIN'S AND KT'S RESTAURANT, HEAD HOSTESS

- Responsible for training in new hosts and managing the host stand January 2014 - January 2015
- Gained exceptional customer service skills as I constantly interacted with guests in person and over the phone

PSC, IND. CORP., PAYROLL ASSISTANT AND RECEPTIONIST

- Developed new organizational systems to aid with time management in the department and physical storage of documents for better accessibility May - August 2013
- Processed payroll for 14 plants nation wide and one in Mexico
- Expanded in office skills such as talking with clients on the phone, via email and in person, producing newsletters, and sorting and sending mail in a timely manner

VOLUNTEER EXPERIENCE

NELSON COUNTY EXTENSION OFFICE, 4-H

2015 - Present; office and promotional event aid

NELSON COUNTY 4-H CAMP

2013 - Present; adult counselor

BARDSTOWN HEART WALK PHOTOGRAPHER

2015; Donated service to American Heart for event

PERSONALIZED CHILDREN'S TUTORING

2010 - Present; free tutoring for individual students