

olivia burnett

marketing • social media • production • sales

I am fully vaccinated against Covid-19, including the booster shot. I am comfortable working at in-person work spaces.

CONTACT

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EDUCATION

Saint Mary's College, 2018

Bachelor of Arts

Major: Communication Studies
Minors: Film, Advertising and
Public Relations

- Saint Mary's College Summer Abroad Session in France, England, Scotland and Ireland *May-June 2017*;
- Study Abroad Peer Advisor *2017-2018*.

SKILLS

Social Media:	Microsoft Office Suite
LinkedIn	Adobe Premiere Pro
Facebook	Canva
Instagram	iMovie
Snapchat	iOS
Twitter	Wix
YouTube	Pixlr
Pinterest	Google Suite
TikTok	Google Analytics Certified

FUN FACTS

Film Production Class - *Spring 2017*
Intramural Dodgeball Champion
International Thespian Society Inductee
AKHS Technical Theatre
AKHS Yearbook Business Editor
AKHS DECA States Champion
Saint Mary's Residence Hall Association
Executive Board

EXPERIENCE

Director's Assistant

Nov. 21 - Jan 22

The Other Zoey

- Served as the Assistant to the Director of the feature film *The Other Zoey*, filmed in Charlotte, NC;
- Assisted with casting and script revisions;
- Assisted with composing social media posts;
- Organized and maintained Director's daily/weekly calendar;
- Invited to act as an extra in various scenes;
- Responsible for driving the Director to and from set each day;
- Observed all on set departments in the production process;
- Assisted with categorizing and organizing in the wardrobe department.

Sales Representative

Aug. - Oct. 2021

Poster Invasion Inc.

- Two-month contract to team sell posters in a team at colleges around the U.S. as students moved into their dormitories;
- Exceeded sales projections at each location; selling between 104% and 161% of expected sales;
- Sold thousands of posters created by small, independent artists, along with frames, postcards, tapestries and accessories;
- Used strong communication abilities and powers of persuasion to engage, enlighten and encourage students to purchase our various products.

Freelance Media/Marketing Advisor

2018 - Present

NCCAP/Burnett Risk Control Intl./True Tropic/Etc.

- Collaborate with entrepreneurs to develop and implement marketing strategies for product-based businesses, including improving social media presence, and increasing followers;
- Shoot and edit videos to market various products and services;
- Develop website from scratch for a legal consulting firm, which includes video and photo editing, advising on, and editing written content, and SEO efforts, which improved impact and reach;
- Create musical video montages to play at weddings and special events.

Social Media & Digital Intern

2016 - 2017

St. Matthew Catholic Church & Dental Entrepreneur Women (DeW.Life)

- Interned for the largest Catholic parish in the U.S., assisting with Young Adult Life group and Gallup's Living Your Strengths parish program;
- Assisted Communications Specialist as a Production Assistant;
- Participated in filming, editing and as talent for "Matt TV;"
- Worked with Young Adult Life group leader to coordinate events;
- Created social media profiles and used these platforms to boost event attendance, and established a social media presence for a new magazine publication;
- Shot and edited videos for use on social media.