

# Olivia Owens

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## QUALIFICATIONS

- Exceptional communication, planning and time-management skills
- Proficient in Microsoft Office applications including Word, Powerpoint, and Excel
- Skilled in creating marketing materials for social media platforms and manage postings of fresh content

## EDUCATION

Lasell College, Newton, MA

Expected May 2018

**Bachelor of Science: Criminal Justice**

Minor: Forensic Studies

Lasell College Honor Society

Lasell College Dean's list

## AWARDS

- Lasell College Achievement Award
- Domingos T. Silva family Scholarship

## EMPLOYMENT HISTORY

**Interning | Newton Police Department, Newton, MA**

Jan 2018- May 2018

- Conducted a recruitment project
- Patrolled with multiple police officers
- Foreshadowed the detective bureau
- Foreshadowed the dispatcher bureau
- Proficient in the Mass Most Wanted database
- Shot a handgun, rifle, and shotgun
- Participated in a shoot don't shoot simulation

**Interning | Partakers, Newton, MA**

Sept 2017 – Jan 2018

- Mentoring program
- Educate and Mentor people in prison
- Building trusting relationships
- Access Salesforce/Constant contact database
- Record personal/educational information on multiple inmates

**Host | Sushi Takeout, Turks Seafood & Sushi, Mattapoisett, MA**

Jul 2017- Sept 2017

- Routine included answering the phone, seating customers, exchange money for ordered food, and maintain a clean environment
- Responded to calls that required me to be aware of the menu, and the specials

**Teacher Assistant, The Barn, Lasell College, Newton, MA**

Oct 2015 - Apr 2016

- Coordinated activities and lessons for children ranging in age from 1-6 years
- Taught lessons in math and Spanish using age-appropriate, engaging activities

**Cashier | Baker, Bruegger's Bagels, Auburndale, MA**

Sept 2014 - Feb 2016

- Improved my communication skills by answering customers' needs
- Prepared food items like sandwiches, bagels, wraps, and soups as well as coffees and hot chocolate
- Maintained a clean working environment by clearing tables and discarding garbage

**Vector Marketing sales representative, Cutco Cutlery, Waltham, MA**

Sept 2015- Nov 2015

- Met one-on-one with customers or met with them virtually through a virtual demo

- Experienced independent responsibilities
  - > Scheduling own appointments
- Enlightened customers on the product

**Office Assistant**, Office of Financial Aid, Lasell College, Newton, MA

Oct 2015 - May 2016

- Informed students and parents on school finances
- Filed paperwork and records
- Responded to calls that required myself to be aware of financial assistance, the financial system for that semester, as well as the students personal file
- Cooperated with the confidentiality agreement

**Career Assistant**, Office of Career Services, Lasell College, Newton, MA

Sept 2014 – May 2015

- Participated in career events and workshops
- Conducted outreach to students regarding office events and programs
- Developed flyers and other marketing materials for programs sponsored by the Office of Career Services
- Assisted with social media platforms

**Dance Teacher**, House of Music, New Bedford, MA

Sept 2011 – Aug 2014

- Conducted interviews for potential dance teachers
- Educated and acclimated students and parents on programmatic expectations
- Developed excellent communication skills facilitating lessons
- Coordinated program events and performance days
- Designed and created digital and print advertisement and utilized multiple social media platforms to market announcements