

# Olivia Shultis

Student

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## SUMMARY

I am a goal-oriented and driven worker. I pay close attention to detail and have very strong organizational skills. I use my creative and outgoing personality to push myself towards success.

## EDUCATION

Eldred Central School  
Eldred, NY – Graduated third in  
my class with a GPA of 97.8

Ithaca College  
Business Administration  
Graduating May 2023

## KEY SKILLS

Advanced Typing Skills  
Familiar with French  
Great Organization  
Strong Time Management  
Creativity  
Artistic  
Communications  
Attention to Detail  
Problem Solving Abilities

## EXPERIENCE

*June 2016 – Currently Employed*  
Prep Chef and Chef's Assistant • Forestburgh Playhouse

I began as a dishwasher at this theater and restaurant, and over my four years of employment, have advanced to the position of a Prep Chef and Chef's Assistant. I am often the employee that my boss looks to for problem-solving and general organization projects.

## AWARDS

I received the Principles List Award for every year of elementary through high school education, which means that I maintained a GPA of 95 or above.

I received a merit-based scholarship award from Ithaca College due to my successful academic history.

## COMMUNITY SERVICE

I was the president of my National Honor Society, and I led many leadership opportunities. I earned over one hundred hours of community service hours throughout my high school experience which included numerous Red Cross Blood Drives, clothing and food drives, and local beautification projects.