Olivia Smallcombe

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EDUCATION

Bluffton High School Graduate Class of 2023 **Miami University**

Oxford, OH

Emerging Technology in Business and Design

Expected Graduation 2027

College of Creative Arts

GPA 3.9

Bluffton, OH

RELEVANT EXPERIENCE

Our Town Roast and Joey's

Lima, Ohio

Social Media and Graphic Design/Food Services

(May 2024- August 2024)

- Developed and launched social media platforms for Our Town Roast to enhance its online presence and promotional strategies.
- Created engaging posters, flyers, and digital advertisements to promote products and special offers.
- Captured and edited high-quality photos of products, events, and the ambiance for marketing materials and social media campaigns.
- Assisted in customer service roles, including working as a barista at Our Town Roast and preparing food at Joey's Sub Shop.

Twisted Whisk Cafe

Bluffton, Ohio

Barista/Trainer

(August 2021 - August 2023)

- Trained new employees on coffee-making techniques, customer service standards, food preparation methods, and creating a positive and welcoming environment.
- Assisted in kitchen obligations by cooking and preparing food for customers, always following food safety guidelines.
- Maintained a clean environment for customers and employees, including the coffee bar, kitchen, and dining area.
- Contributed to creative ideas by creating monthly specials and giving suggestions for the dining area and menu, creating a fun and creative atmosphere for customers and employees.

VOLUNTEER EXPERIENCE

Art Mentor

Student Mentor

Offered individualized mentorship to a classmate facing intellectual challenges, assisting in completing art assignments with attentive guidance and support.

Store Clerk

Book Reviews Bookstore

Organized new shipments of books, shelved and organized books, managed the front desk and checked books out, answered phone calls, etc.

ACTIVITIES

Photographer

UP magazine

(August 2023 - current)

- Photographed high-quality photos for the student magazine at Miami University
- Organized and worked cohesively with the stylist, videographer, writers, layout team, models, makeup artist, and other team members.
- Creatively devised new photoshoot concepts and executed them off and on campus.
- Edited and retouched photos using software like Adobe Photoshop and VSCO to ensure they met the magazine's standards and matched its aesthetic.

Kappa Kappa Gamma

Miami University sorority

(February 2024 - current)

- Engaged in various philanthropic initiatives and community service projects organized by the sorority, such as fundraising events and supporting causes for mental health awareness.
- Participated in Kappa Kares activities that focused on mental health awareness and contributed to community service projects for women's needs worldwide.

SKILLS / CERTIFICATIONS

- All Adobe Creative Cloud
- Javascript/CSS

- Leadership Skills
- Problem-Solving Skills
- Organizational Skills
- Customer Service Skills