

Olivia O'Brien

Goal-Oriented College Student

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Self-motivated college graduate with an Associates of Arts in English with strong research and writing skills.

Authorized to work in the US for any employer

Work Experience

Literacy Coach

Ignite! Reading - Remote

October 2023 to Present

- Tutored students K-8 with structured literacy protocols to develop reading and writing skills on a virtual platform.
- Took a 9-week intensive training course on structured literacy, the science of reading, virtual teaching, culturally responsive/trauma responsive teaching, and restorative behavior management.
- Created individualized teaching plans for each student using lessons, activities, etc. designed specifically for each student.
- Tracked student data and reported progress to management, school partners, and parents

Private Tutor/Writing Coach

Pear Deck Tutor (formerly Tutor Me) - Remote

September 2023 to Present

- Tutored grades 6-12 and college age students virtually on remote platform
- Worked as a writing coach emphasizing research skills, grammar theory, synthesis, and analysis.
- Tutored in citations and formatting in MLA, APA, and Chicago style.
- Tutored in subjects such as English language and literature, thesis writing for high school to college, Art History, British History, philosophy, and Basic French

Garden Center Merchandiser

Garden State Growers - Franklin, NJ

July 2022 to Present

- Watered and pruned plants in the Franklin Walmart Garden Center
- Assisted customers with picking out plants or finding specific products
- Worked early mornings
- Organized plants
- Cleaned the area

Catechist Teacher

St. Francis de Sales Church - Vernon, NJ

September 2018 to Present

- Participated as a weekend instructor for CCD (Confraternity of Christian Doctrine) classes for first grade and kindergarten students.
- Helped create lesson plans, activities, and homework for students.

Teaching Assistant

Discovery Years Child Learning Center - Vernon Valley, NJ

January 2023 to June 2023

- Worked with children ages newborn to four years olds
- Cleaned area and kept workspace tidy
- Watched over children and their behavior
- Corrected naughtiness and kept children safe
- Encouraged sharing and enforced classroom rules
- Changed diapers if applicable to child

Team Member

Taco Bell - Vernon Valley, NJ

November 2022 to February 2023

- Cooked and prepared items as needed
- Worked cash register, giving out change and charging customers
- Cleaned and followed food safety and sanitation procedures as needed.

Summer Day Camp Counselor

St. Francis de Sales Church - Vernon Valley, NJ

July 2022 to July 2022

- Told and organized bible story activities for grades kindergarten to sixth grade
- Assisted other counselors with their own designated groups from crafts to outdoor games
- Supported students emotionally due to separation from parents (kindergarten students)
- Created engaging lesson plans to enrich children's willingness to learn about God.

Garden Center Associate

Batinelli's Landscaping & Garden Center - Hewitt, NJ

July 2021 to August 2021

- Pruning plants
- Cleaning the area
- Loading garden supplies
- Organizing the plants,
- Assisting customers with choosing plants
- Watered the entire garden center
- Occasionally worked the cash register.

Education

Bachelor of Arts in English

Southern New Hampshire University - Remote

May 2023 to Present

Associate in Arts (AA) (graduated with highest honors) in English

Sussex County Community College - Newton, NJ

September 2021 to May 2023

High school diploma

Vernon Twp High School - Glenwood, NJ

September 2017 to June 2021

Skills

- Math (10+ years)
- Microsoft Word (3 years)
- Microsoft Excel (2 years)
- Public speaking (6 years)
- Presentation skills (5 years)
- Customer service (Less than 1 year)
- Writing Skills (7 years)
- Tutoring (6 years)
- Classroom Management (1 year)
- Organizational Skills
- Creative Writing (8 years)
- Gardening (2 years)
- Classroom experience
- Curriculum Development
- Experience Working With Students
- Experience with Children
- Research

Languages

- English - Fluent
- French - Intermediate
- Latin - Fluent

Awards

Dean's List for Fall Semester

December 2021

Phi Theta Kappa Honor Society

April 2022

Honor society for full-time community colleges students with a high GPA and leadership qualities.

National Society of Leadership and Success

May 2022

Largest leadership honor society in the United States. Selects members with leadership qualities, willingness to work hard, and high academic excellence.

Presidential Academic Excellence Award

June 2016

Dean's List for Spring Semester

May 2022

Honor Society

June 2022

Honor society for college students with perfect academic records

SCCC Award for Excellence in Writing

May 2023

Sussex County Community College award of excellence for writing skills (thesis papers in English)

Dean's List for Fall Semester

December 2022

Dean's List for Spring Semester

May 2023