

OLIVIA ORTIZ

CONTACT

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PROFILE

I am an experienced public relations specialist looking to secure a position, post graduation in May of 2018, where I can put my professional knowledge to good use, while simultaneously developing my skills in a business environment. With practical experience to back me up, as well as an extensive skill set, I've got the flexibility and necessary maturity to get things done correctly.

EXPERIENCE

PUBLIC RELATIONS ASSISTANT

AWE COLLECTIVE | 11/2016 -CURRENT

- Run social media accounts for clients and AWE itself.
- Assist in all public relations projects, research, and creative development.
- Overlook the work of public relations interns.
- Work with clients while providing excellent service.
- Deal with inquiries from the public, the press, and related organizations.
- Analyze media coverage, assist in the creation of press releases, planning creative development and creating competitive analyses.

MARKETING AND PUBLIC RELATIONS INTERN

MAKE-A-WISH FOUNDATION | 1/2018 -CURRENT

- Craft wish stories from Arizona wish kids and families for website, social media, and email marketing.
- Create posts for social media sites, including Facebook, Twitter, Instagram and Youtube.
- Develop and update website copy.
- Write news releases and media alerts.
- Assist in the operation of the annual Wish Ball.

PUBLIC RELATIONS INTERN

AWE COLLECTIVE | 5/2016 -8/2016

- Assisted the public relations assistants and managers with event planning, brand positioning, social media strategy, email marketing and creative development.

CONTRIBUTOR

BUZZFEED | 5/2015 -CURRENT

- Over 56 Buzzfeed posts published.
- Over 100,000 views on Buzzfeed posts on Facebook and over 2 million views combined.
- Recognized by Buzzfeed as a "Top 20 Most Viewed Contributor" in 2015.

HEAD VOLLEYBALL COACH

ARIZONA STORM | 8/2014 -CURRENT

- Mentor and coach volleyball players ages 10-18 years old.

CHILD ACTIVITIES MEMBER

LIFETIME ATHLETIC | 5/2013 -11/2016

- Organized and ran child geared events.
- Provided excellent customer service to members.

EDUCATION

BACHELOR OF ARTS, COMMUNICATIONS
BENEDICTINE UNIVERSITY MESA | 2015 - 2018
GPA: 3.95

SKILLS

- MS Suite proficient
- Mac and PC proficient
- Social media literate
- Aware of social media trends and buzz
- Talented public speaker
- Strong written and verbal skills
- Analytical
- Works well with teams
- Comfortable in leadership positions
- Able to multi-task
- Time management and detail oriented

AWARDS & MORE

BENEDICTINE UNIVERSITY
SUMMA CUM LAUDE
MAY 2018

PI THETA KAPPA HONOR SOCIETY
MEMBER
2015-2018

BENEDICTINE UNIVERSITY WOMEN'S VOLLEYBALL TEAM
CAPTAIN
2015-2018

REFERENCES

REBECCA DYER
DIGITAL PRODUCER AT THE ARIZONA REPUBLIC
RDYER@BEN.EDU

LAURELANN PORTER, MFA, PHD
COMMUNICATIONS DEPARTMENT HEAD AT BENEDICTINE
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SONIA JONES
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