

Olivia Harden

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EDUCATION

Bachelor of the Arts, English & Journalism, Sociology Minor

May 2019

Chapman University, Wilkinson College, Orange, CA

Dean's Scholarship: Academic Scholarship based on grade point and test scores 2015-2019

Marshutz Award: Scholarship for work in the journalism department, awarded for research study 2017-2019

Ethnic and Education Studies Conference Campus Activism Award 2017

Associated Collegiate Press Third Best College Newspaper and Website 2019

Study Abroad, Costa Rica Travel Course

January 2019

Study Abroad, Israeli-Palestinian Conflict

July 2016

PROFESSIONAL EXPERIENCE

Congo Leadership Initiative, Remote. **Social Media and Digital Marketing Expert**

2019 - 2019

- Created social media content using outside links and creating native content such as blogs, newsletters and graphics
- Recreated organization's Instagram account, revamped newsletter and created major donor content
- Kept track of metrics for web and social media

Black Connect Inc., Remote, **Social Media Manager**

2019 - 2019

- Created and revamped social media content
- Revised template and sent out weekly newsletters

The Panther Online, Orange, CA

2016 – 2019

Features Editor

2019 - 2019

- Prepared and assigned stories to reporters for coverage, proofread and edited copy, adhering to AP Style guidelines
- Worked with InDesign to layout for the weekly print issue
- Developed story or content ideas, considering reader or audience appeal

Opinions Editor

2017 - 2018

- Wrote columns and editorials that interpret events and offered an opinion
- Coordinated guest columnists for the weekly print edition and online content and conducted weekly editorial meetings
- reviewed copy for spelling, punctuation and grammar issues and verified facts, dates and information

Staff Writer

2016 – 2016

- Conducted interviews from sources and wrote weekly stories
- Researched facts and pre-reported for story pitches and relevant sources for copy

Power 106, Los Angeles, CA, **Intern**

2017 – 2017

- Cut audio and soundbites for Soundcloud and other social media teasers
- Assisted in daily tasks including greeting and daily notetaking, helped create pre-recorded characters
- Conducted pre-reporting on celebrities for interviews

Kimberly Elise Naturals, Los Angeles, CA, **Marketing and Writing Contributor**

2017 – 2017

- Trained in search engine optimization
- Created, edited and posted copy about Black hair care and green living
- Ran social media accounts, curated content for Instagram

The Foothills Sentry, Orange, CA, **Intern and Web Designer**

2016 – 2017

- Wrote public affairs copy, photographed using a DSLR camera for copy
- curated, edited content and designed website for monthly edition on GoDaddy

ADDITIONAL RELEVANT EXPERIENCE

Black Student Union, Orange, CA

2015 – 2019

- served as social justice chair on the executive board for 2017-2018 school year
- served as secretary on the executive board for 2015-2016 school year
- awarded Outstanding Freshman 2016

Other

- Radio Show, The D!sh with Liv and Nish

2015 - 2016

SKILLS

- Advanced in Microsoft Office and Google Drive: Word, PowerPoint, Excel, Outlook, Access, Docs, Sheets, Slides etc
- proficient in Web Design (Wordpress, InDesign, WIX, GoDaddy) and search engine optimization
- Proficient in photography skills, photoshop, and DSLR cameras