

OLIVIA OLDENBURG

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EDUCATION

University of Virginia

B.A., English; Minor: Media Studies

Charlottesville, VA

2012-2014

Lord Fairfax Community College

A.A.S., Liberal Arts

Middletown, VA

2010-2012

SKILLS & ABILITIES

Excellent written communication skills; social media skills; proficient with Adobe InDesign; basic knowledge of Photoshop; working knowledge of HTML; experience in both copy editing/proofreading and literary editing; Wordpress; experience creating sale-quality e-books using Sigil/Calibre.

RELEVANT PROJECTS, COURSEWORK, AND VOLUNTEER WORK

Publishing project with author William Baer

- Created a WordPress site highlighting Dr. Baer's works and accomplishments
- Utilized Sigil and Calibre to edit and create e-books for three of Dr. Baer's unpublished novels.
- Maintained close contact with Dr. Baer to ensure that the final product met and exceeded his expectations.

Spring 2014,
MDST 3202

Individual publishing project

- Designed a 70-page print book using Adobe InDesign
- Wrote and edited a series of poems and short stories; orchestrated placement of items on each page; designed the cover.
- Utilized Sigil to create an e-book version of the print design.

Fall 2013,
ENSP 3210

Copy editor at The Cavalier Daily

- Proofread print and online articles to ensure correct spelling, grammar, syntax, and accordance with AP Style.
- Often made more in-depth editorial suggestions that were often taken into account.
- 3-5 hours per week

January 2013-
May 2014

Transfer Student Peer Advisor

- Worked with other TSPA's to ensure a welcoming environment for incoming transfer students, advised about general University matters, and addressed any individual questions or concerns students had prior to coming to UVA.
- Led a group of 15-20 during Fall Orientation, facilitated ice breakers, answered questions, ensured that students knew where to go and what to do during orientation.
- Maintained contact via email and social media to ensure a smooth transition to University life.

Spring 2013-
Spring 2014

WORK EXPERIENCE

The Mimslyn Inn

Banquet Server/Server/Hostess

- Interacting with guests to ensure that their needs were attended to.
- Coordinating between kitchen, staff, and guests to ensure timely and positive experience.
- Setting up and breaking down tables, chairs, place settings, food displays, etc.

Luray, VA
August 2010-
August 2013