

# OLIVIA BARRY

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## EDUCATION

University of Mary | Bismarck, ND

- Bachelor Degree | Business Administration Major, Marketing Minor | Graduated December 2017
- Masters of Education | Curriculum and Assessment | Expected Graduation Spring 2021

## SPECIAL SKILLS

- Strong leadership skills
- Clear communication and interpersonal skills
- Flexible and engaging nature
- Honest and reliable
- Goal oriented
- Motivated to work independently and with a team
- Organizational skills and strong attention to detail

## WORK EXPERIENCE/ INTERNSHIPS

Bobcat | Ecommerce Customer Service Representative | Bismarck, ND (January 2018-August 2019)

- Advised end customer to correct parts, answered their questions, and ask for feedback
- Managed each order from time placed to when delivered to the customer
- Worked with multiple departments and systems within Bobcat to effectively communicate to the customer and provide a positive customer experience

University of Mary | Graduate Admissions Intern | Bismarck, ND (May 2017-December 2017)

- Worked closely with the Graduate Admissions team
  - Formed relationships between community, students, and faculty
  - Documented and organized student files using Radius and Jenzabar
  - Attended prospective student meetings and tabling events
  - Created and implemented recruitment tools and marketing strategies

Lehigh University | Global Village Intern | Bethlehem, PA (June 2017-July 2017)

- Consulted for an international firm
  - Worked with an international team of 8 interns, representing 8 countries
  - Gained knowledge of different culture and business practices

Ruth Meiers Hospitality House | Donations Intern | Bismarck, ND (January 2017-April 2017)

- Created a donation documentation system
  - Expert use of Word and Excel
- Managed all the donations received and distributed

Soul Interiors | Manager | Bismarck, ND (July 2012- December 2017)

- Direct customer service
- Opened and closed business and perform end-of-day transactions
- Conducted training sessions for new staff
- Received and stock inventory
- Assisted owner in the purchasing of new inventory
- Provided a creative side by designing new displays