

# Olivia Schmidt

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Portfolio: <https://olivialschmidt.com/>

## Education

**Université Laval, Québec, QC** 2024 - 2024  
*Intensive French Summer program*

**University of South Florida, St. Petersburg, FL** 2022 - 2023  
*Master of Science, Learning Design and Technology*  
GPA: 4.0

**University of South Florida, St. Petersburg, FL** 2019 - 2022  
*Bachelor of English, Writing Studies*  
GPA: 3.98

**Florida Virtual School** 2018 - 2019  
GPA: 4.5

**St. Petersburg College, St. Petersburg, FL** 2016 - 2018  
*Dual-Enrollment Student*  
GPA: 4.0

**Superior Collegiate High School, Clearwater, Florida** 2016 - 2017  
GPA: 3.9

## Achievements

USFSP Scholars Gold Award  
USFSP Career Innovation Scholars  
Bright Futures Academic Scholars Award

## Community Service

**Morrin Centre, Québec City** 2024 - Present  
*Assistance in children's summer programs*

**Plato Academy Charter Schools** 2020 - 2021  
*Classroom/resource room support*

**Poynter Institute for Media Studies** 2019 - 2020  
*Assistant to Wendy Wallace*

## **Skills**

### *Hard Skills*

Software: Articulate Presenter, Storyline, Adobe Captivate, Blender, Photoshop, Lightroom

### *Soft Skills*

Communication: Proficient in many styles of documentation, blogging, and Internet research

## **Work Experience**

### **USF Esports, Esports Supervisor**

**2019 - 2021**

- ❖ Producing competitive and casual streams to USF Esports Twitch channel across many different video games.
- ❖ Maintaining a safe environment for all Intramural and Sport Club participants, including players, coaches, spectators, and fellow employees during competitions.
- ❖ Providing home event coverage for esports clubs on the weekends (games, seminars, tournaments, etc.)
- ❖ Promoting activities and job opportunities through various marketing and tabling events.
- ❖ Implementing and supervising community night events either in person or virtually.
- ❖ Moderating of USF Esports Discord based on specific policies and rules for server members.

### **USFSP College of Education, Student Assistant**

**2022 - 2022**

- ❖ Answering all incoming calls to the Dean's Office and retrieving voicemail daily.
- ❖ Occupying the front desk and responding to all in-person traffic.
- ❖ Handling paper mail of the staff in the Dean's Office by routing to the appropriate recipients.
- ❖ Supporting the overall management of the Dean's calendar, correspondence, and office organization.
- ❖ Performing general office administrative tasks as assigned by staff in the Dean's Office and within the College of Education for improved organization and operating efficiencies.
- ❖ Attending activities and assisting in the organization of events as assigned, e.g., USFSP's STEM Robotics Summer Camp.
- ❖ Ensuring the STEM INQ lab space is neatly organized and the Office of the Dean is left in an orderly fashion.

### **USFSP College of Education, Graduate Research Assistant**

**2022 - 2023**

- ❖ Assisting with manuscript or grant development.
- ❖ Searching for and reviewing published literature for STEM & physics education research.
- ❖ Assisting with development and evaluation of instructional materials and/or curricula for PI's work with instructional games.

- ❖ Preparing materials for submission to organizations, agencies, and community partners.
- ❖ Writing proposals for submission to academic conferences related to grant work.
- ❖ Writing research reports, papers, or manuscripts connected to research findings and creative activities.
- ❖ Managing equipment and facilitating workshops within the STEM INQ lab space.
- ❖ Managing partnership with UCF's FIEA; overseeing the development of an educational cybersecurity game for Girl Scouts organization and conducting face-to-face playtests with subjects.

**USFSP College of Education, Office Administrative Assistant to the Dean** **2023 - 2024**

- ❖ Managing calendar and schedule for the dean. Planning, prioritizing, and scheduling meetings and appointments. Ensuring compliance with deadlines.
- ❖ Providing administrative support for special projects identified by the director.
- ❖ Ensuring the smooth operation of the office. Providing administrative support for College of Education faculty and staff. Manage office supplies and equipment, including copier upkeep and shredding coordination. Distributing mail.
- ❖ Managing the flow of communications for the director, serving as liaison with other high-level administrative offices and community and other external parties. Managing the routing of documents for the Dean's and or Director's signature when needed.
- ❖ Independently composing and drafting written documents and correspondence. Managing all departmental list servers.
- ❖ Maintaining faculty records, documents, forms, and schedules. Maintaining a working knowledge of policies and procedures to assist faculty with immediate questions.

**Cirque du Soleil, Bazaar, St. Petersburg, FL, Merchandising Sales Associate** **2024 - 2024**

- ❖ Handling the point-of-sale system and processing transactions and payments, including cash and credit card handling.
- ❖ Resolving customer complaints and inquiries, providing relevant information, and ensuring customer satisfaction.
- ❖ Upselling and cross-selling products and introducing new merchandise.

**Atelier Karkass, Webmaster, Saleswoman** **2025 - Present**

- ❖ Maintaining and updating catalog website; inventory, product images and descriptions, while optimizing user navigation and site usability.
- ❖ Photographing product images in-studio using Sony A6400; responsible for styling, capturing, and editing all product photography for the boutique, as well as ensuring high-quality visuals through Adobe Lightroom and Photoshop.
- ❖ Tracking and managing clothing inventory in-house and across resellers.
- ❖ Handling front-of-store customer interactions and processing payments.

**Atelier La Pomme, Social Media Manager, Saleswoman**

**2025 - Present**

- ❖ Managing all social media content for Facebook and Instagram, including capturing and curating environmental scenes, creating graphics, and product photography.
- ❖ Handling front-of-store customer interactions and processing payments.
- ❖ Updating website product photography, descriptions, and general upkeep (e.g., promotions of seasons, new collections, etc.)
- ❖ Coordinating with local partners (La Coopérative du Quartier Petit Champlain) and stockists (Anne-Marie Chagnon, Canadian Hat, Kollontai, etc.) for cross-marketing opportunities.
- ❖ Supporting store opening and closing procedures, including daily cash handling, store cleanliness, and sales logging.