

# Olivia Schmidt

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

## Education

<b>Université Laval, Québec, QC</b> <i>Intensive French Summer program</i>	<b>2024 - 2024</b>
<b>University of South Florida, St. Petersburg, FL</b> <i>Master of Science, Learning Design and Technology</i> GPA: 4.0	<b>2022 - 2023</b>
<b>University of South Florida, St. Petersburg, FL</b> <i>Bachelor of English, Writing Studies</i> GPA: 3.98	<b>2019 - 2022</b>
<b>Florida Virtual School</b> GPA: 4.5	<b>2018 - 2019</b>
<b>St. Petersburg College, St. Petersburg, FL</b> <i>Dual-Enrollment Student</i> GPA: 4.0	<b>2016 - 2018</b>
<b>Superior Collegiate High School, Clearwater, Florida</b> GPA: 3.9	<b>2016 - 2017</b>

## Achievements

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

## Community Service

<b>Morrin Centre, Québec City</b> <i>Assistance in children's summer programs</i>	<b>2024 - Present</b>
<b>Plato Academy Charter Schools</b> <i>Classroom/resource room support</i>	<b>2020 - 2021</b>
<b>Poynter Institute for Media Studies</b> <i>Assistant to Wendy Wallace</i>	<b>2019 - 2020</b>

## Skills

### *Hard Skills*

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

### *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.