

Olivia Chuang

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EXPERIENCE

Rollie Olie Restaurant — Singapore JUNE 2016 - PRESENT
Social Media Coordinator

- ❖ Manage and maintain restaurant social media accounts (posts, customer feedback, advertisements) amassing over 800 followers on Instagram
- ❖ Redesigning restaurant website (using Wix) to be published by the end of 2019

The American Club — Singapore JULY 2017 - AUGUST 2017
Summer Program Counselor

- ❖ Coordinated with management to plan and guide group activities around Singapore for summer camp program
- ❖ Organized and led groups of children ages 2 through 13

Legislator Bi Khim Tsiao — Taipei, Taiwan JUNE 2017 - JULY 2017
Political Intern

- ❖ Conducted field research and communicated with locals in Mandarin to create a web page promoting the Hualien tourism initiative using the Wix Program
- ❖ Wrote 10+ blog posts detailing information on scenic and cultural locations across the county
- ❖ Arranged photoshoots and edited images to accompany posts

EDUCATION

Georgetown University, Washington D.C. —
Bachelor's Degree in the School of Foreign Service

EXPECTED GRADUATION: MAY 2023

PROJECTS

The Tides International Newsletter — *Co-Founder / Editor in Chief*

AUGUST 2018 - JUNE 2019

- ❖ Founded a monthly international current events newsletter that aims to expand the consciousness of students to global perspectives and events
- ❖ Edited 20+ articles and worked closely with writers to prepare articles for publication
- ❖ Designed and organized layout for every newsletter campaign using MailChimp

SKILLS + LANGUAGES

Conversational Mandarin,
intermediate-level reading and writing

Intermediate-level German

Writing and editing

Video editing (Final Cut Pro)

Photography and photo editing

Web page design (Experience using Wix
and Squarespace)

Social Media Marketing

Event Coordination

Project Management

Email campaigns (Experience using
MailChimp)

AWARDS

Summa Cum Laude awarded at St. Paul's
School 2019

First Prize in the German Embassy
Annual Essay Contest 2017

**The Nancy and George R. Smith Prize
for Orchestra** awarded at St. Paul's
School 2019

The H. Boone Porter Prize awarded for
the best essay discussing the application
of religious beliefs and values in
formulating public policy at St. Paul's
School 2019

EXTRACURRICULAR ACTIVITIES

International Society Head

Math, Science, and Writing Peer Tutor
Head

Mentor and Volunteer for Friends
Mentorship Program

Chapel Council Member