

Olivia Hartman

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EDUCATION:

The University of Memphis, Tennessee

Bachelor of Arts in Advertising

Graduated May 2023

WORK EXPERIENCE:

Lafayettes Music Room, June 2022-present

Server/Bartender

- In charge of multiple tables of guests, multitasking taking orders, running food and drinks to the tables.
- Sell over \$2,000 in sales per night.

Manager

- Counting inventory for beer/wine weekly and writing orders to restock.
- Handling money between the restaurant and paying out the staff.

VIA Productions, February 2023-May 2023

Production Intern

- Communicate with clients about current and upcoming projects including discussing budgets and creative aspects.
- Brainstorm and present creative pitches to various clients such as Youth Villages, FedEx and Ashley Furniture.
- Organize projects in Google Drive, Wrike and Ikonik.

Production Assistant

- Coordinating between the production team and the talent, bringing them in when they are ready to shoot on set.
- Assisting in set changes between segments and shots

LEADERSHIP & INVOLVEMENT:

American Advertising Federation, member, 2022-present

Pi Beta Phi Sorority, University of Memphis, 2020-2022

Director of Academics, 2020- 2021

Vice President Risk Management, 2021-2022

- Managed multiple social events for 80+ members, overseeing locations, transportation, catering, and entertainment, with a budget of \$500-\$2,000 per event, including contracts.
- Created educational content to help grow the chapters knowledge on important topics such as, drug usage, sexual assault, mental health, etc.

Emerging Leaders, University of Memphis, Memphis, Tennessee 2020-2023

- Participated in a highly competitive leadership training program.
- Completed over 50 community service hours including volunteering at the Memphis Fire Station, Memphis Animal Shelter, and Catholic Charities of West Tennessee Mobile Food Pantry.