

Olivia Moncrieffe

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Objective: A mass communications graduating senior attending Delaware State University seeking graduate school admittance, internship, and employment opportunities as it pertains to the health industry; hoping to utilize experience working in home and personal care along with strong communication and interpersonal skills in order to pursue a career in the nursing industry; other core competencies include:

- Proficiency of Microsoft Applications
- Working knowledge of Excel spreadsheet/data collection
- Working knowledge of Google Docs
- Ability to utilize Final Cut Pro Editing software and construct PSAs
- Can Read Vital Signs
- CPR & First Aid Certified
- Effective Problem-solving and critical thinking
- The ability to multi-task; can adapt well to various environments
- Collaborates well with others/also works well independently
- Working knowledge of POS systems
- Strong public speaking skills; written and oral communication

Education

Delaware State University, Dover, DE

Expected Graduation Date: May, 2019

Bachelors of Social Science: Mass Communications | Cumulative GPA: 3.2

- Academic Accolades – Dean's List
- Relevant Courses – Ethics and Media; Concepts of Physics; Human Diseases; Intro to Sociology; Intro to General Psychology

Educational Internship Experience

Delaware State University, Dover, DE

Spring, 2017

Mass Communications Day Intern, Dept. of Mass Communications

- Assisted the organizer of Mass Comm Day with contacting employers and potential participants for the fair portion of the event
- Edited digital media using Final Cut Pro that would be utilized for the day; wrote and edited scripts
- Produced commercials utilizing the WDSU Television studio
- Scheduled companies to speak, meet & connect with DSU students to provide internships & career opportunities
- Utilize social media to communicate with students and faculty for Mass Comm Day Promotion
- Scheduled when they would speak to groups of students
- Assisted with setups for the event and organized student volunteers for Mass Comm Day

Work Experience

Apparel Specialists | Target, Dover, DE

October, 2018 – Present

- Assists customers with product and apparel inquiries; informs customers of sales, discounts, rewards, and promotional opportunities
- Maintains the inventory and visual display of the selling floor for the assigned apparel areas
- Conducts monetary transactions utilizing a POS system; handles cash, debit and credit cards

Travel Aide | Victoria's Home Care, Swarthmore, PA

May, 2018 – Present

- Visit the homes of elderly patients and clients of Victoria's Home Care and assists them with daily living activities such as bathing, eating, using the restroom; etc.
- Checks vital signs as needed and administers oral medications as allowed by Victoria's Home Care policies
- Prepares food for the clients and cleans the home as needed
- Takes clients on errands such as shopping and elderly events

Resident Care Partner (RCP) Enliven at Dover Place | Dover, DE

November, 2017 – April, 2018

- Assisted with the elderly patients at the Enliven facility assisting them with daily living activities
- Facilitated arts and crafts and other recreational activities offered by Enliven
- Cleaned the rooms for the patients
- Checked Vital Signs; administered oral medications according to Enliven policy

Volunteerism

- Senior Chorus Member
Chester Children's Chorus (CCC)-Swarthmore, PA
- Community Volunteer (150 hours)
City Team with City of Chester- Swarthmore, PA
- Youth Mentor
Girls and Boys Club – Delaware
- Home Care Volunteer
Popcopson Home Care, Westminster Village, Fair Acres Home Care

Leadership & Affiliations

- Miss Delaware State University
Leadership Position, Delaware State University (2018-19)
- Honorary Member
Caribbean Student Association, Delaware State University
- Social Media Intern
Alumni Relations, Delaware State University