

Olivia Marie Starr

Grandville, MI 49418
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616.555.1000

Education

Grand Valley State University | Allendale, MI

Bachelor of Science in Public and Nonprofit Administration

Expected Apr. 2025

Professional Experience

Family Futures | Grand Rapids, MI

Fund Development Intern

May 2023 – Aug. 2024

- Supported Fund Development department by ensuring retention in donor stewardship
- Met, greeted, and built relationships with third-party supporters to increase donors and revenue
- Maintained Raiser Edge database to assure accurate data entry and donor recognition
- Provided administrative and clerical support by delivering excellent customer service
- Solicited and received gifts for Connections program to guarantee retention and celebrate 100,000th ASQ

Grand Valley State University Athletics & Recreation Center | Allendale, MI

Recreation Assistant

Sept. 2022 – Aug. 2023

- Provided quality customer service while maintaining a clean environment for guests
- Assisted in processing customer needs accurately and efficiently to ensure an enjoyable experience
- Maintained communication of promotions and provided administrative support to center
- Enforced recreation center policies and procedures to guarantee a safe environment for users

Grand Valley State University Housing Office | Allendale, MI

Resident Assistant

Jul. 2021 – Apr. 2022

- Recruited as one of 115 resident assistants from a pool of over 500 student applicants
- Created 12 programs focusing on Liberal Education & America's Promise goals for WHOJR housing
- Fostered a safe and inclusive atmosphere encouraging student interaction and engagement
- Participated in training focused on crisis response, conflict mediation, and policy enforcement
- Completed weekly duty rounds and on-call rotations observing for any community concerns

Leadership

Minorities Interested in Business, Chapter President

- Completed over 1,000 hours of community service

Students Leaving A Mark (SLAM), Member

Alpha Kappa Psi Co-Ed Business Fraternity, Co-Chair Professional Committee

Skills

Computer: Raiser's Edge, Microsoft Suite, Social Media Platforms, Google Grants, Banner

Awards

- I Am Grand Valley
- Lead Like a Laker RA

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References

Amy Reference

Associate Director, Campus Recreation
Grand Valley State University
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Victoria Supervisor

Internship Coordinator
Family Futures
678 Front Ave. #210
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Thomas Professor

Associate Professor, Faculty Advisor for Alpha Kappa Psi
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