

Olivia Marie Starr



200 Arbor St., Grandville, MI 48418
Olivia.Starr@gmail.com
616.555.6000

Professional Experience

Family Futures · Grand Rapids, MI

Fund Development Intern May 2018–August 2018

- Supported Family Futures Fund Development department by ensuring retention in donor stewardship
- Met, greeted, and built relationships with third-party supporters to bring in more donors and revenue
- Maintained Raiser Edge database to assure accurate standard data entry and donor recognition
- Provided administrative, clerical, and receptionist 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 September 2017–August 2018

- Provided quality customer service while maintaining a clean environment for recreational center users
- Assisted in processing customers' needs accurately and efficiently to ensure an enjoyable experience
- Maintained communication of promotions and advertisements to pleasant recreational experience
- Enforced recreation center policies and procedures to guarantee a safe workout environment for users

Grand Valley State University Housing Office · Allendale, MI

Resident Assistant / Student Assistant April 2015–April 2017

- 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
- Completed duty rounds with another resident assistant by observing for any policy violation within the community
- Mailed confidential contract letters to faculty and staff, providing effective communication with Seidman
- Created files for appropriate faculty and staff and filed confidential materials, keeping records organized

Leadership

Minorities Interested in Business

Chapter President

- Completed over 1,000 hours of community service

Sigma Alpha Lambda

General Member

- Completed over 1,000 hours of community service

Alpha Kappa Psi Co-Ed Business Fraternity

Co-chair Professional Committee

- Completed over 1,000 hours of community service

Awards: *I am Grand Valley (4), Lead Like a Laker RA*

Education

Grand Valley State University · Allendale, MI

Bachelor of Science in Public and Nonprofit Administration April 2018

Skills

Computer: Raiser's Edge, Microsoft Word programs, Digital Measures, social media, Google grants, Banner
Language: Excellent verbal, interpersonal, and written communication skills

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References

Amy Reference

Associate Director, Campus Recreation
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Victoria Supervisor

Internship Coordinator
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616-454-4673

Thomas Professor

Associate Professor, Faculty Advisor for Alpha Kappa Psi
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