

Anthony J. Olivette
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Education:

Marymount University, Arlington, VA

Anticipated Graduation May 2018

- Bachelor of Arts degree, Communication with a concentration in Public Relations
- Dean's List Fall 2017

Northern Virginia Community College, Alexandria, VA

September 2012 – August 2014

- Associate of Science Degree, General Studies
- Graduated Cum Laude

Work Experience:

Marymount University Campus Planning and Management – Office Assistant

May 2017 – Present

- Assist with campus-wide projects, for example, updating the room occupant database and ordering new sign inserts for events
- Maintain overall support of Auxiliary Services functions and assist Transportation Services and Physical Plant Operations

Marymount University Student Affairs – Office Assistant

May 2016 - May 2017

- Worked with students who missed class due to illness or personal emergencies, discussed options for challenging academic and social situations and referred students to available resources on campus
- Oversaw various event planning and resources, managed Commencement ticket distribution, facilitated *The Bark* (student weekly news) and other communications on behalf of the division. In addition, assisted federal investigators with background checks on former students

Activities:

Marymount University Ice Hockey Club – Founder and President

2016 - Present

- Personally managed and handled all tasks involved with starting a college club hockey team
- Scheduled games, arranged meetings with school administrators, set up events, taught new players the game of hockey, communicated with league managers, officials, and teams
- Arranged and organized exhibition game at Verizon Center against Northern Virginia Community College on March 2017 following the Washington Capitals game

Marymount University Student Government Association – Senator, senior class

2017 - Present

- **Member of the Student Affairs Committee** – Personally assist with needs of undergraduate students, serve as a mediator for student concerns with campus departments that maintain services and facilities that students utilize, offer suggestions to administrators or the Vice President of Student Affairs when requested or required

Honors:

2012 Tom Newman Ice Hockey Sportsman of the Year Scholarship Award (\$1,000) from Better Sports Club of Arlington. Awarded to the player who best demonstrated excellence in sportsmanship, leadership and citizenship, as well as athletic accomplishment and academic effort

2011 Chesapeake Bay Conference – Awarded scholarship to attend a one-week conference concerning the future of the Chesapeake Bay and its tributaries and why it is important to save this valuable resource