





OLIVIA GERBER

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ABOUT ME

I am a rising Senior at the University of Hartford studying Communications with a strong interest in social media management, digital strategy, and event planning. I am experienced in content creation, audience engagement, and collaborative projects. Finally, I am highly organized, with strong time-management skills and a passion for building a professional presence as a digital creator.

EDUCATION

University of Hartford, West Hartford, CT

Bachelor's of Arts in Communications - Expected May 2027

- Minor: Marketing
- Focus: Strategic Communications
- GPA: 3.62
- Relevant Coursework: Introduction to Media Production, Communications and Advertising, Organizational Communication

CT State Community College - Manchester, Manchester, CT

Associates in Liberal Arts and Sciences (A.A.) - May 2025

- GPA: 3.42

University of Connecticut - Hartford, Hartford, CT

Coursework Completed - August 2022 - December 2022

East Catholic High School, Manchester, CT

High School Diploma

- GPA: 3.20

AWARDS

Dean's List - University of Hartford

Fall 2025

Dean's List - CT State Community College

Fall 2023, Spring 2024, Fall 2024, Spring 2025

Senior Athletic Award - East Catholic High School

Varsity Girls' Swimming and Diving, Varsity Girls' Golf

Academic Awards - East Catholic High School

Geometry, English III, United States History

EXPERIENCE

Marketing Intern - University of Hartford, West Hartford, CT

September 2026 - December 2026

- Collaborated with Hillyer College and the College of Arts & Sciences to manage and create content for Instagram, LinkedIn, and UNotes
- Conducted interviews with faculty, staff, and alumni to highlight academic and career success stories
- Attended campus events and produced social media content to promote engagement and awareness

Swim Instructor, Lifeguard, Deck Supervisor - Goldfish Swim School, Manchester, CT

July 2022 - August 2024, Returning April 2026

- Promoted through multiple roles based on performance, leadership, and reliability
- Led 30-minute swim lessons for children ages 12 months to 12 years old
- Communicated with parents regarding student progress and skill development
- Enforced safety protocols and responded quickly to emergencies
- Participated in bi-weekly in-service training and professional development workshops

Hostess - Birch Hill Tavern, Glastonbury, CT

September 2024 - Present

- Managed guest flow and reservations during high-volume service periods
- Coordinated seating to optimize efficiency and enhance customer experience
- Communicated effectively with kitchen staff regarding orders and guest needs
- Maintained a welcoming environment while handling waitlists in person and over the phone
- Adapted to fast-paced conditions and supported multiple roles as needed

LEADERSHIP EXPERIENCE

Student Ambassador

University of Hartford - College of Arts and Sciences

January 2026 - Present

- Represent the college at admissions and first-year student events

President For the 2026-2027 Academic Year and Active Member

Lambda Pi Eta Communications Honors Society

September 2025 - Present

- Coordinate meeting times
- Welcome invited members
- Lead weekly Executive Board and General Meetings
- Plan Events and Fundraisers for the society throughout the academic year
- Work with the Vice President on the Induction Ceremony in the Spring Semester

Vice Chair of Student Affairs

Undergraduate Student Government - UConn Hartford

September 2022 - December 2022

- Collaborated with leadership to plan and organize committee meetings
- Recorded and submitted official meeting minutes to the Executive Board
- Attended Senate meetings to review and discuss campus initiatives
- Assisted in preparing and submitting budget proposals

President, Student Ambassadors

East Catholic High School, Manchester, CT

September 2021 - May 2022

- Led meetings and coordinated admissions-related events
- Worked closely with the admissions department on outreach initiatives
- Guided prospective students through shadow experiences ("Eagle for a Day")

SKILLS

Technical: Microsoft Word, Excel, PowerPoint, Google, Workspace, Canva

Social Media: Short-form content creation, audience engagement, platform management (Instagram, Facebook, Pinterest)

Professional: Communication, Leadership, Collaboration, Adaptability, Critical Thinking, Problem Solving

Lifeguard Certification - Ellis and Associates

August 2022 - September 2025, Re-certified June 2026

- CPR Certification
- AED Certification
- First-Aid Certification
- Shallow Water Certification