

Olivia Edwards



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<https://www.linkedin.com/in/oedwards2/>

CERTIFICATES

Email Marketing
Google AdWords
Google Analytics
Content Marketing
SEM Rush
Hubspot

SKILLS

Communication

Friendly

Creative

Time management

Organization

WORK EXPERIENCE

Intern

Social Media | Maryville University | Fall 2017

Learned how to create content and monitored different analytics.

- Helped create content for Instagram, Twitter, Facebook.
- Helped with a project for taking polls on different issues.

Intern

Ava Promotions | St. Louis | Summer 2019

Gained experience in business-to-business sales.

- Learned how to sell items face-to-face.
- Learned how to speak confidently and handle rejection.

Sales Representative

Abstrakt Marketing Group | Maryville University | Fall 2019

Effectively communicate over the phone. Which helped with communication in different ways.

- Able to deliver a pitch.
- Proficient with Salesforce.

Alumni Department

Maryville University Department of Alumni Relations | Maryville University | Fall 2018-Spring 2019

Built relationship skills over phone and in person.

- Set up different events around campus.
- Collaborated with outside vendors for accuracy in the databases.

EDUCATION

Graduating with a 3.5 GPA in May of 2020 with a Bachelor's Degree of Arts and Sciences with a focus on Strategic Communications from Maryville University, St. Louis.