

# Olivia Bernardo

<https://www.linkedin.com/in/olivia-bernardo>  
bernardo.30@osu.edu  
(234) 380-7350

## EDUCATION

### **The Ohio State University**, Columbus, OH—*STEM Education, Mathematics*

AUGUST 2019 - MAY 2023

- GPA: 3.94
- Dean's List, The Ohio State University
  - AU 2019 - SP 2020
- American Red Cross Scholarship
  - MAY 2019

### **Hudson High School**, Hudson, OH—*Summa Cum Laude*

AUGUST 2015 - MAY 2019

## WORK EXPERIENCE

### **Operations Assistant**, Ohio State University, Columbus, OH — *Ohio Union*

SEPTEMBER 2019 - PRESENT

- Works with a team to manage the set up and clean up of 34 event spaces for events ranging from 2 to over 1,600 guests
- Responsible for upholding Covid-19 guidelines by maintaining building cleanliness and monitoring guests

### **Camp Counselor**, Hudson, OH — *LifeCenter Plus*

MAY 2019 - AUGUST 2020

- Facilitated daily camp activities for 40 children ages 5-13
- Supervised weekly field trips to ice skating rink, science center, petting zoo, Rubber Ducks game, etc.

### **Math Tutor**, Reminderville, OH

AUGUST 2018 - MAY 2019

- Assisted high school student with trigonometry and algebra homework
- Formulated supplemental practice problems based on weekly needs

## SKILLS

- CPR Certification
- Seal of Spanish Bilingual- *intermediate*

## LEADERSHIP & INVOLVEMENT

### **Mount Leadership Society Scholars**, Ohio State University, Columbus, OH

AUGUST 2019 - PRESENT

- Engages in a diverse assortment of seminars including 4 credit hours of leadership courses
- Partakes in monthly community service projects
- Participated in the Member Development Committee and planned three events for members of the scholars program
- Organized 2 service projects on the issue of abuse

### **Ohio Union Activities Board**, Ohio State University, Columbus, OH

SEPTEMBER 2020 - PRESENT

- Part of the Special Events Committee, creating unique interactive events and experiences for students
- Social Chairman of the Special Events Committee
- Member of the Marketing Sub-Committee, responsible for advertising all OUAB events
- Headed a Craft Night for undergraduate and graduate students at Ohio State with over 200 attendees

### **American Red Cross**, Columbus, OH

AUGUST 2020 - PRESENT

- Volunteers as a Donor Ambassador biweekly at local Columbus City blood drives

### **Pen PALS**, Ohio State University, Columbus, OH

AUGUST 2019 - PRESENT

- Corresponds with a fifth grade 'buddy' in the Columbus City School District through weekly journal entries about life, school, family, etc.

### **Summit County Prosecutor's Office**, Akron, OH

JANUARY 2019 - JUNE 2019

- Aided in office work on a weekly basis
- Planned 2 file systems to create a more efficient system to store all case files from 2012-2019

### **Crossroads Hospice Volunteer**, Green, OH

AUGUST 2018 - MARCH 2019

- Acted as a companion for hospice residents in 4 different assisted living facilities
- Created a memory book for the family of one deceased patient

