

OLIVIA HOLABIRD

500 S Norton Ave.
Los Angeles, CA
(323) 360-1593
oholabir@butler.edu
oliviaholabird.me

WORK EXPERIENCE

Senior Grant Coordinator, Viver Brasil

September 2019 - Present | Remote

- Write and edit over 15 grant applications
- Create an organized system for completing grants on time

Intern Coordinator, Viver Brasil

July 2019 - August 2019 | Los Angeles, CA

- Managed two interns, giving them tasks and seeing them follow through
- Wrote and edited an emergency and succession plan, annual report, grants, and final grant reports
- Oversaw social media accounts and campaigns to increase brand recognition

Event Staff, Butler Arts Center

February 2018 - Current | Indianapolis, IN

- Usher patrons at Butler University's Schrott Center for the Arts and Clowes Memorial Hall
- Help set up and monitor special events

Development and Marketing Intern, Viver Brasil

June 2018 - August 2018 | Los Angeles, CA

- Wrote and edited an annual report, press kit, and media kit
- Edited grants to help increase contributed income
- Oversaw social media accounts to increase brand recognition

PROJECTS

Honors Thesis, What Factors Lead People to be Involved in Sustainable Agriculture?

April 2019 - Present | Indianapolis, IN

- Interview Indianapolis producers, consumers, and distributors of sustainable agriculture, coding their responses to find trends as to why people in the Indianapolis region become involved with urban sustainable agriculture in order to bring more people into the field

Additional Activities

- Sigma Rho Delta – *Dance Service Fraternity, Boutique Committee*
- Sustainability Club – *Member*

EDUCATION

Butler University

August 2016 - May 2020 | Indianapolis, IN

Dance Arts Administration, B.S.

Environmental Studies minor

GPA: 3.81

SKILLS

News writing / AP Style

Basic Promotional Writing

Grant Writing

Basic Accounting

Advanced Ballet and Modern Training

Basic Organizational

Management training

Mail Merge Experience

Proficiency in:

- Adobe Photoshop
- Microsoft Office
- Google Drive Applications
- Website management (Wix and Squarespace)