Olivia Murray

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# Objective

* Teach students writing in grades K-8
* Prepare interactive and engaging lessons for students

# Education

## BACHELOR OF SCIENCE | MAY 2020 | LONGWOOD UNIVERSITY

* Major: Liberal Studies: Elementary and Middle School Education
* Concentration: English

# Skills & Abilities

* **Group communication**
* **Time management**
* **Ability to work with all Microsoft software**

**Zeta Tau Alpha:**

VP of Programming (Fall 2017-Fall 2018)

Service Chair: (Spring 2017-Fall 2017)

**College Panhellenic Council:**

VP of Membership (Spring 2017-Fall 2018)

President (Fall 2018-Present)

**Big Event Executive Board:**

Social Media Chair (Fall 2018-Present)

**Big Siblings:**

Member

**Junior Marshal:**

Member

# Experience

## Confeence and event coordinator | longwood university | may 2018-august 2018

* Unlock and lock main academic and residence buildings on campus
* Help assist visitors with housing and event programs
* Collaborate with coworkers on planning events and campus

## DEsk Aide| Longwood university | Fall 2017-Spring 2018

* Manage who is exiting and entering the dormitory
* Assist residence with any issues they may have
* Answer emails and phone calls on behalf of the residence and commuter department

## Practicum Teaching Student | longwood university/Prince Edward Elementary | Fall 2018

* Worked with a first grade classroom and observed
* Developed and organized reading and math stations for the students
* Assisted head teacher with grading