

# Olivia Muguet Adkins

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## EDUCATION:

### The Ohio State University, John Glenn College of Public Affairs

*Bachelor of Arts in Public Management, Policy and Leadership*

*Bachelor of Arts in Strategic Communication*

- GPA: 3.8/4.0

**Columbus, Ohio**

*May 2019*

### Charles University

*Faculty of Arts, Eastern and Central European Studies*

### Valley View High School

- GPA: 3.9/4.0

**Prague, Czech Republic**

*January-May 2018*

**Germantown, Ohio**

*May 2015*

## RELEVANT FIELD EXPERIENCE:

### Harness Magazine

*Digital Sales Intern*

- Connected with mission aligned companies to secure digital and print advertisements and build relationships
- Managed Handpicked by Harness online shop featuring small business products to build community and support business sustainability and development plan
- Created content and wrote essays, articles and poems for Harness Magazine digital and print issues

**Columbus, Ohio**

*December 2018-Present*

### Smart Columbus

*Communication and Policy Intern*

- Supported team of City of Columbus employees dedicated to the Department of Transportation Smart City grant awarded to the city through a hyper competitive process in 2016
- Created qualitative and quantitative case studies recording Smart City efforts such as parking heat map visualization to report out to hundreds of other smart city teams
- Provided briefings to city council members as well as other external stakeholders invested in the grant process
- Copy-wrote public-facing website content for Columbus audience as well as a playbook for smart cities nationwide

**Columbus, Ohio**

*August 2018-Present*

### LEADOhio

*Development and Communications Intern*

- Provided organizational support for a nonprofit dedicated to training more than 100 future progressive leaders in Ohio to run for political office
- Prospected potential donors and complete grant letters of intent/applications for over \$100,000 worth of funding
- Engaged with past trainees via email and social media to build a network for progressive leaders in the state

**Columbus, Ohio**

*June 2017-August 2018*

### The Columbus Foundation

*Summer Fellow*

- Competitively placed at Ohio Wildlife Center, a local nonprofit specializing in wildlife care and rehabilitation to assist with nonprofit management in their administrative office
- Managed organization website, wrote informative articles and engaged social media audience of over 3000 people.
- Participated in learning session planned by the Foundation on topics such as fundraising, development and influencing public policy

**Columbus, Ohio**

*June-August 2017*

### Pure Water Access Project

*Research Fellow*

- Created analytical surveys to research water and sanitation habits in rural Nicaraguan communities
- Analyzed statistical data received via surveys from foreign NGOs
- Maintained and updated the non-profit's official website as well as created monthly blog content
- Managed a collaborative group data project aimed at learning more about the clean water crisis perception

**Columbus, Ohio**

*March 2016-March 2018*

### The Ohio State University School of Communication

*Research Assistant*

- Formulated research questions pertaining to individual intake of public affairs news and application
- Assisted in initial formulation, IRB application, planning of focus group format and logistical details

**Columbus Ohio**

*August 2016-January 2017*

## COLLEGIATE EXPERIENCE AND ACTIVITIES:

### Alpha Kappa Psi Professional Coed Business Fraternity Mu Chapter

*Director of Digital Communication*

- Increased social media engagement through content creation and digital relationship building
- Created organic and authentic engagement campaigns built to engage potential, current and past brothers reaching over 1000 individuals

**The Ohio State University**

*February 2017-Present*

### Buckeye Leadership Fellows Program

*Fellow*

- Built a plan based on creative place-making and public art engagement research meant to increase public transit usage in the city of Columbus in order to meet sustainability goals for the Department of Transportation Smart City Grant (SmartColumbus)
- Created capstone project planning, building and implementing progressive women's networking group based in Columbus, specifically digital marketing presence and web design

**The Ohio State University Office of Student Life**

*December 2016-Present*