

Olivia A. Traina | 899 Athan Ave. Roseville, CA, (916) 218-9117, oatraina93@gmail.com

Education:

University of San Francisco (USF), August 2011 to December 2015

B.A. in Psychology, Cum Laude, with Honors in Psychology, overall 3.58 GPA

Minors in Gerontology, Natural Sciences, and Neuroscience, Pre-Professional Health Program

Relevant Work and Service Experience:

Roseville City School District, January 2019 – Present

Substitute Teacher

Jesuit Volunteer Corps / Loyola High School – Dar es Salaam, December 2016 – December 2018

Volunteer/ Teacher and Assistant Guidance Counselor

Worked as international staff at a secondary school in Tanzania in support of the educational mission of the Society of Jesus (Jesuits), living in intentional community with other volunteers committed to program values social justice, community, spirituality, and simple living. Taught Form 1 and 2 students, accompanied students as a class (homeroom) teacher, facilitated programs through the Campus Ministry and Guidance Counselor's Offices, along with other tasks and volunteer duties.

Denio's Farmers Market and Swap Meet, September 2016 – November 2016

Cashier/Server

Prepared and serve items in concession stand, maintained clean, team-oriented environment with excellent customer service.

UCSF Alliance Health Project, February 2016 – July 2016

Receptionist/Administrative Assistant

First contact at outpatient mental health clinic. Managed reception desk/phones. Assisted in administrative functions (e.g. billing, appointment management, medical file storage, retrieval, and faxing, item stocking, etc.).

Whole Foods Market – Haight Street, San Francisco, January 2016 – July 2016

Customer Service/Cashier

Provide excellent and accommodating customer service as cashier, answer and address customer service concerns, and maintain clean and stocked customer service/check-out area.

USF Zief Law Library, Fall 2014 – Spring 2016

Circulation Desk Student Employee

Responsible for checking in/out library materials, circulation desk monitoring and maintenance, and other library tasks.

America Reads Program, Fall 2011 – Spring 2015

Literacy Tutor/ Site Lead

Tutored children grades K-3rd grade in literacy skills in the SFUSD. Correspondent between the USF America Reads program and the SFUSD site where program is implemented, addressing teacher-tutor conflicts and complaints. Issued tutor/site updates, submitted tutor work schedules, responsible for upkeep of sign-in sheets and Site Materials.

Undergraduate Co-Curricular Activities:

Psi Chi (Honor Society in

Psychology)

USF Chapter Head of Fundraising and

Volunteer Coordinator, Member

Best Buddies International

USF Chapter Outreach Coordinator,
College Buddy

USF Los Locos (School Spirit

Organization)

Vice President/ Financial Manager

Skills:

Computer Proficient in Microsoft Office Programs, experience with medical data input programs, Qualtrics, PsyScope, and SPSS

Language English (native language), American Sign Language (3 semesters, undergraduate, basic competence)

German (4 semesters, high school), Swahili (immersion, 2 years living in East Africa, conversational)

Music Former jazz and concert band musician (5th grade through 12th grade), basic instrument and music reading abilities

Emergency Medical Technician (EMT-1) Certified by National Registry of Emergency Medical Technicians

References and additional information are available upon request.