

# 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 (5<sup>th</sup> grade through 12<sup>th</sup> 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.*