

Olivia Diaz

PROFILE

Motivated and enthusiastic senior-level college student pursuing a Bachelor's degree with a strong willingness to explore diverse opportunities. As an ambitious learner, I possess excellent interpersonal skills and a quick grasp of concepts. My goal is to contribute my passion for continuous growth and dedication to making a positive impact.

EDUCATION

- Bachelor of Science in Cybersecurity — Old Dominion University, April 2024
- Associate of Science in Criminology — Northern Virginia Community College, 2022

Completed 46 credit hours

EXPERIENCE

Clerical Support Rep, Convergent — Mar 2022-Aug 2022

- Standardized office structures and processes to promote collaboration and increased performance.
- Responsible for answering the multi-line phone system, routing calls, delivering messages to staff, and greeting visitors.
- Responsible for restocking supplies.
- Responsible for receiving and sorting incoming mail and packages to record, dispatch or distribute to the correct recipient.
- Responsible for providing clerical support to company employees by copying, faxing, and filing documents.
- Responsible for maintaining organized files and stocked supplies to support team needs and maximize performance.

Administrative Assistant, Maxim Healthcare — Sep 2021-Jan 2022

- Provided clerical support to the vaccine pod at the Fairfax County government center.
- My responsibilities included typing documents, filing, answering phones, operating a switchboard, greeting clients and visitors, and making appointments.

Dog Handler, Dog Tales Daycare — Sep 2018-Apr 2019

- Responsible for ensuring the orderly flow of operations relating to the quality care of all dogs assigned to Dog Tales Daycare.
- Responsible for maintaining communication regularly with customers to safeguard and promote the continued usage of the company.
- Administered and tracked all staffing budgets and team development budgets for IT staff.

SKILLS

Soft Skills: Teamwork, Communication, Adaptability, Creativity, Time management, Problem-solving, and Collaboration

Programming Languages: Familiarity with Python

Operating Systems: Windows, macOS, Kali Linux, Ubuntu

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