



**OLIVIA S. NELSON**

631.338.0756 | nelson.oli@husky.neu.edu  
www.oliviasnelson.com

## EDUCATION

- **Northeastern University** | *Boston, MA*  
BFA in Design | Class of 2020 (expected)  
GPA 4.0 | *Dean's List 2016*  
Relevant Coursework: *Graphic Design 1, Typography 1, Design Process, Drawing & Textures*  
Activities: Study Abroad Ambassador, Scout
- **Foundation for International Education** | *London, England*  
Study Abroad | Fall 2015
- **Ward Melville High School** | *Setauket, NY*  
High School Diploma | Class of 2015  
Activities: *Women's Forum, Varsity Cross Country, National Honor Society*

## SKILLS

- **Proficient**  
Adobe Illustrator  
Adobe InDesign  
Agile Process  
Microsoft Word  
PowerPoint  
OneNote
- **Working Knowledge**  
Adobe Photoshop  
Excel  
Sketch  
After Effects  
Adobe Premiere

## INTERESTS

- Reading
- Women, Gender & Sexuality Studies
- Exploring new food venues
- Travel
- Dogs
- Film

## EXPERIENCE

- **Scout Student-Led Studio** | *Boston, MA*  
**Studio Designer** | 2016 – Present  
Collaborate with a small team to create branding, packaging, and web design. Attend weekly client meetings to discuss design sprints and overall progress. Maintain daily communication with team members and clients. Projects include card game product design and web design for new magazine.
- **Lowe's Home Improvement** | *Stony Brook, NY*  
**Customer Service Cashier** | Summer 2016  
Opened cash register and processed cash and credit payments while providing helpful customer service. Assisted 100+ customers a day with returns, exchanges, and special in-store or online orders. Maintained and reorganized assigned section to promote productivity and efficiency.
- **Southbank Mosaics** | *London, England*  
**Volunteer** | Fall 2015  
Set up and maintained the studio for weekly one hour art sessions. Assisted the instructor in teaching 15 under-privileged youth how to create mosaic art pieces. Created inclusive and positive environment for students' personal growth.
- **Gallery North** | *Setauket, NY*  
**Volunteer** | Summer 2014  
Ran booths at gallery-run community events. Helped archive 100 local artists' files and reorganized the gallery office. Welcomed 10+ visitors a day to the gallery and informed them about the current installation.
- **Women's Forum** | *Setauket, NY*  
**Co-President** | Fall 2012 – June 2015  
Facilitated club meetings for 15 high school members. Developed and implemented engaging educational activities for groups of up to 30 visiting middle school students. Organized high school recruitment events, built lesson data-base with 20+ lessons, and strengthened the club structure to ensure success and growth.