

# OLIVIA WHITELEY

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## EDUCATION

**June** **Brigham Young University**

**2020** Bachelor of Arts in American Studies; GPA: 3.99; Emphases: Arts and National Security

## EXECUTIVE EXPERIENCE

**2017-** **Girls Lobby**

**Present** Co-Founder/Executive Director

- Co-founded an NGO that involves high-school girls in local government
- Registered as a 501(c)3 organization at the state and federal level
- Managed logistics, financial, impact, and communications teams; implemented procedural adjustments based on director recommendations
- Organized partnerships with 4 local NGOs
- Directed 4 cohorts led by college-aged facilitators with 5-10 girls each

**2018-** **BYU Model United Nations Conference**

**Present** Managing Director

- Coordinated 8 Committee Directors, 60 Staff, and 600+ students and teachers
- Managed registration, accounting, training, and communications processes
- Supervised the creation of 8 Committee and Topic Guides, each 20-30 pages

## CREATIVE EXPERIENCE

<b>2019</b>	<b>Camp Steiner</b> Associate Producer	<b>Narrative Short</b>	<b>BYU Theater and Media Arts</b>
<b>2019</b>	<b>Cages</b> Writer	<b>Full-length Stageplay</b>	<b>BYU WDA Workshop</b>
<b>2019</b>	<b>Cages</b> Writer	<b>Short Stageplay</b>	<b>Microburst Theater Festival</b>
<b>2019</b>	<b>The Moon &amp; the Hummingbird</b> Assistant Set Dresser	<b>Narrative Short</b>	<b>BYU Theater and Media Arts</b>
<b>2019</b>	<b>First</b> Writer	<b>Short Stageplay</b> BEST CONCEPT	<b>Mayhew 10-Min Play Competition</b>
<b>2019</b>	<b>2:01 AM</b> Craft Supervisor	<b>Narrative Short</b>	<b>BYU Theater and Media Arts</b>

## CLASSES & CERTIFICATIONS

**2018-** **Classes**

**2019** • Advanced Cameras and Lighting (2019); Beginning Cameras and Lenses (2019); Beginning Production Management (2019); Screenwriting 1 (2019); Playwriting 2 (2019); Playwriting 1 (2018)

**2019** **Certifications**

- Production Assistant Certification, Utah Film Commission
- Avid Media Composer 101