

Olivia Harden

(626) 329-9441 · olivia@oliviahardenportfolio.com · [LinkedIn Profile](#) · oliviahardenportfolio.com

EDUCATION

Bachelor of Arts, English & Journalism, Sociology Minor	May 2019
Chapman University, Wilkinson College, Orange, CA	
Dean's Scholarship: Academic Scholarship based on grade point and test scores	2015-2019
Black Student Union: Outstanding Freshman Award	2016
Marshutz Award: Scholarship for work in the journalism department, awarded for research study	2017-2019
Student Government Association Tenacity Award: for leadership/persistence in advancing social and environmental justice	2017
Ethnic and Education Studies Conference: Campus Activism Award	2019
Study Abroad, Costa Rica Travel Course	January 2019
Study Abroad, Israeli-Palestinian Conflict	July 2016

PROFESSIONAL EXPERIENCE

Freelance Writer	Jan 2020 - present
<ul style="list-style-type: none">Featured in: Carefree Black Mag, Prism, Anti-Racism Daily, BuzzFeed, Rewire, Rooted In Rights, The Syndrome Mag, and Zora	
Carvd N Stone, Remote. Staff Writer and Editor	June 2020 - present
<ul style="list-style-type: none">Pitch, conduct interviews, write and edit copyRetrieve photos and provide SEO content for articles, upload stories to the websiteproofread, rewrite and fact check other writers work for concise writing, style guidelines and tone and voice	
Congo Leadership Initiative (NPO), Remote. Social Media and Digital Marketing Expert	June 2019 - present
<ul style="list-style-type: none">Create social media content using outside links and native content, wrote, designed and edited blogs, newsletters and graphicsRecreate and grow the organization's Instagram account, revamped newsletter and created major donor contentKeep track of metrics for web and social media	
Black Connect Inc. (NPO), Remote. Newsletter Editor and Social Media Manager	June 2019 - Oct. 2020
<ul style="list-style-type: none">Recruited contributors to create blogging content and copyedited contributor contentCreated and revamped social media content to provide theming, created gifs, memes and other native content for brandingRebranded newsletter template and sent out weekly	
The Panther Online, Orange, CA	2016 - 2019
Features Editor	Jan. 2019 - June 2019
<ul style="list-style-type: none">Assigned stories to reporters for coverage, educated team to become self-sufficient in proofreading and fact-checking copyDeveloped story or content ideas, considering reader/audience appealWorked with a video editor to feature story content for social mediaUploaded online content for digital editions, Worked with InDesign to layout for the weekly print issue	
Opinions Editor	Jan. 2017 - Jan. 2018
<ul style="list-style-type: none">Wrote columns and editorials that interpret events and offered an opinionCoordinated guest columnists for the weekly print edition and online content and conducted weekly editorial meetingsCopyedited for spelling, punctuation and grammar issues and verified facts, dates and informationUploaded online content for digital editions	
Staff Writer	Aug. 2016 - Dec. 2016
<ul style="list-style-type: none">Conducted interviews from sources and wrote weekly storiesResearched facts and pre-reported for story pitches and relevant sources for copy	
Power 106, Los Angeles, CA, Intern	May 2017 - Aug. 2017
<ul style="list-style-type: none">Managed phone calls from guest callers interested in being on-air or winning giveawaysConducted pre-reporting on celebrity guests and greeted them upon arrival, offering assistance to assure their needs were metLearned internal software to process completed show episodes and cut audio for social media	
Kimberly Elise Naturals, Los Angeles, CA, Marketing and Writing Contributor	June 2017 - Aug. 2017
<ul style="list-style-type: none">Trained in search engine optimizationCreated, edited and posted copy about Black hair care and green livingRan social media accounts, curated content for Instagram	
The Foothills Sentry, Orange, CA, News Intern and Web Designer	Aug. 2016 - June 2017
<ul style="list-style-type: none">Wrote public affairs copy, photographed using a DSLR camera for copyCurated, edited content and designed website for monthly edition on GoDaddy	

ADDITIONAL RELEVANT EXPERIENCE/SKILLS

- Advanced in Microsoft Office and Google Drive: Word, PowerPoint, Excel, Outlook, Access, Docs, Sheets, Slides, etc
- Proficient in Web Design (WordPress, InDesign, Wix, Squarespace and GoDaddy), basic search engine optimization
- Proficient in production apps and software: Slack and Trello
- Advanced remote worker: Goal-orientated and independent worker, great with time management and organization