Olivia Mills

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EDUCATION

The University of Georgia - Athens, GA May 2020
Bachelor of Arts-Entertainment and Media Studies
HOPE Scholarship Recipient, Dean's List

FILM PRODUCTION & INTELLECTUAL PROPERTY EXPERIENCE

Associate Producer, Co-Writer Athens, GA
Unlikely -Web Series
May 2019– August 2020

- Recruited crew and extras
- Drafted contracts for crew and cast
- Managed submissions to film festivals

Story Producer Athens, GA
Across from the Arch - Documentary
January 2019 –May 2019

- Conceived the story of the film
- Arranged and conducted filmed interviews
- Oversaw the editing process

Intellectual Property Intern Athens, GA
The University of Georgia Press
January 2018 – December 2018

- Created permissions log databases
- Drafted proposals for rights catalogs
- Researched trends online in intellectual property
- Organized and updated physical rights database
- Created user-friendly guides to rights and permissions

CUSTOMER SERVICE EXPERIENCE

AppleCare Advisor Athens, GA
Apple, Inc.
June 2018 – January 2020

- Addressed, troubleshooted, and resolved problems customers experience with devices remotely
- Demonstrated new product features

Host Villa Rica, GA
American Pool
March 2017 – August 2017

- Greeted, assisted, and monitored residents and guests upon entry and exit of the resort
- Created a team environment and effectively communicated with management, lifeguards, and other service staff in order to fulfill and address any issues or needs requested by guests

CAMPUS & COMMUNITY INVOLVEMENT

Undergraduate Black Student Law Association – *President* May 2018 - May 2019
Eta Xi Chapter of Alpha Kappa Alpha Sorority, Inc. –*Member* November 2018- May 2020

SKILLS

- Proficient in Microsoft Office Suite, Google Suite, and office tools
- Intermediate in Adobe Premiere, Photoshop, and Lightroom