

## **OLIVIA N. ROBINSON**

23012 Lingemann St, Saint Clair Shores MI, 48080

586-604-0368

### **Education:**

Liberty University Online Programs	2018-2019
Rochester College	2014- 2018
Adlai Stevenson High School	2011-2014

### **Experience:**

<b>Dr. John Zinkel, MD PhD</b>	2015- 2020
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*Clerical Help*

Filing of patient paperwork and charts

Faxing of all patient reports

Office organization

<b>WorldWide Photography (Seasonal)</b>	2013-2015
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*Assistant Photographer*

Greeted children and families before taking pictures with Santa or Easter bunny

Cashier

Printed and packaged photos

<b>House of Providence</b>	2018-2019
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*Direct Care Worker (House Mother)*

Assisted multiple other house mothers in caring for foster youth

Performed daily tasks such as helping teach life skills (preparing meals, teaching hygiene, helping

with homework, chores, and other tasks that a child/teenager might need assistance with), driving to

and from school, to doctor's appointments, to extracurricular activities, etc.

**People's Tax Services**

2019- 2021

*Receptionist*

Answer phones and work in excel, Microsoft, and other accounting computer programs to schedule appointments for clients, assist in bookkeeping, payroll, inventory, etc

File paperwork and send out mailing

Cashier

**Cross and Anchor Church**

2021-present

*Worship Director*

Administrative work such as making weekly and monthly schedules, and communicating with lead pastor and team members on a regular basis to ensure plans and schedules go accordingly

Arrive to church weekly to lead worship in person, and on other occasions for online services, team building, and workshops as well

Organizing audition tasks and getting to know new members as well as previous members of the team to help the growth of individuals, our team and our church

Other tasks sometimes include making phone calls to the congregation as changes occur within the church to ensure everyone can be on the same page

**The Rustic Root Design Company**

2024-present

*Floral Designer*

Creatively designing bouquets and vase arrangements both independently and with a team to sell in store

Other tasks include retail assistance, such as, creating labels and updating inventory in the Square system for merchandise and plants as we receive new inventory for the store

Event work, such as, assisting with floral design, delivery, and set up for weddings, bridal showers, baby showers, birthdays, funerals, etc.

**Accomplishments:**

Missions trips to Dallas TX, New York City, South Africa, United Kingdom, Alaska, and Mexico

Active volunteer at Cross and Anchor Church

Graduated from Rochester College Magna Cum Laude with a BSW in 2018

Graduated from Liberty University with a Master's Degree in Pastoral Counseling in 2019

Author

Small business owner