

# Olivia Mills

803-549-9902 | [millsoliviag@gmail.com](mailto:millsoliviag@gmail.com) | [ogmills.com](http://ogmills.com) | [linkedin.com/in/millsolivia](https://www.linkedin.com/in/millsolivia)

---

## EDUCATION

<b>Clayton State University – Morrow, GA</b> <i>Paralegal Certificate – ABA Approved Program</i>	July 2022
<b>The University of Georgia - Athens, GA</b> <i>Bachelor of Arts-Entertainment and Media Studies</i> HOPE Scholarship Recipient, Dean's List	May 2020

---

## EXPERIENCE

<b>COVID Compliance Office Assistant/ Case Manager</b> <i>Skydance Media</i> September 2022 - <ul style="list-style-type: none"><li>Track and maintain files on crews' COVID-19 cases from onboarding through offboarding</li><li>Serve as a point of contact for crew on COVID-19 situations</li><li>Organized a vaccination clinic for crew members in collaboration with government officials</li></ul>	Atlanta, GA
<b>Health and Safety Office Assistant</b> <i>"Ghosted" - Skydance Media</i> January 2022 – September 2022 <ul style="list-style-type: none"><li>Proactively updated multiple documents containing sensitive information with attention to detail</li><li>Responded to requests effectively in a fast-paced environment</li><li>Assisted with maintaining COVID compliance in both production office and on set</li><li>Utilized scenechronize to increase the communication about and efficiency of COVID testing</li></ul>	Union City, GA
<b>Production Assistant</b> <i>"Leave It To Geege" -World of Wonder</i> June 2021– September 2021 <ul style="list-style-type: none"><li>Ensured various tasks were completed within the budgetary and scheduling constraints of production</li><li>Arranged the arrival and allocation of set equipment</li><li>Assisted multiple departments on set to expedite the set up and break down for filming</li></ul>	Athens, GA
<b>AppleCare Advisor</b> <i>Apple, Inc.</i> June 2018 – January 2020 <ul style="list-style-type: none"><li>Cultivated a team environment by sharing information on trending customer issues to improve team performance</li><li>Communicated with management and advisors to fulfill and address any issues or needs requested by customers</li></ul>	Athens, GA
<b>Intellectual Property Intern</b> <i>The University of Georgia Press</i> January 2018 – December 2018 <ul style="list-style-type: none"><li>Created permissions log databases and user-friendly guides to rights and permissions</li><li>Drafted proposals for rights catalogs</li><li>Researched trends online in intellectual property</li><li>Organized and updated physical rights database</li></ul>	Athens, GA

---

## SKILLS

- Technical Skills: Microsoft Office Suite, Google Suite, Adobe Creative Suite, Scenechronize, Canva, and office tools
- Soft Skills: Research, Confidentiality, Organization, Verbal and Written Communication