



## C O N T A C T

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 724 – 388 – 8905

 ocgreen383@gmail.com

 <https://www.linkedin.com/in/olivia-c-green/>

## E D U C A T I O N

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MASTER OF ENTERTAINMENT  
INDUSTRY MANAGEMENT  
Carnegie Mellon University | 2019

BACHELOR OF SCIENCE IN  
INFORMATION SCIENCE  
User-centered design  
University of Pittsburgh | 2013

BACHELOR OF SCIENCE IN  
BUSINESS ADMINISTRATION  
Marketing  
University of Pittsburgh | 2013

## L E A D E R S H I P

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STUDENT REPRESENTATIVE (2017-  
present)  
Master of Entertainment Industry  
Management

PRODUCER (2017)  
Love Labor's Won preshow  
Themed Entertainment Design Studio

EXECUTIVE BOARD MEMBER (2015-  
present)  
African American Alumni Council

MENTOR (2015-2018)  
Higher Achievement Middle school

# O L I V I A G R E E N

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## E X P E R I E N C E

### SELECT SPORTS GROUP

#### *Marketing + Client Services Assistant / June '18—present*

- Research and prepare 50+ recruiting materials for rookies, vets, NFL executives and coaches including bios, digital and print graphics, and agendas
- Review and edit contract language for all new contracts, restructures and extensions
- Assisted in the execution of five marketing campaigns and events for athletes including summer camps, backpack drives, training camp packages and sponsorship deals
- Provide client service related projects for agents such as producing detailed itineraries, booking hospitality and transportation and creating player bios for recruiting
- Document all expense reports for two of our traveling agents
- Accompanied a client's family member on the Steve Harvey Show and planned all of her travel, hotel accommodations as well as hair, make-up and attire

### PITTSBURGH STEELERS

#### *Marketing Events Assistant / Sept '12—June '18*

- Assisted with the planning and execution of more than 50 community and sponsor events, with events ranging in attendance up to 10,000 guests
- Oversaw the execution of player and coach appearances during events such as Draft Fan Blitz, training camps, Steel City Fashion Show etc. ensuring positive and effective fan engagement
- Supported marketing staff in execution of fan field access at home games as part of the Game Day operation responsibilities
- Served as on-field contact for guests and media both visiting and home on the field

### THERMO FISHER SCIENTIFIC

#### *Business Analyst / January '16—May '18*

- Proactively communicated and collaborated with key stakeholders to analyze information and business needs to deliver interface mockups, use cases and functional requirements for mobile applications
- Collaborated with senior developers to establish the technical vision and analyze tradeoffs between business needs, customer needs, usability and performance
- Successfully implemented ten mobile applications that are currently available for download in the Apple store, Google Play and the company internal app store

## P R O G R A M M I N G / S O F T W A R E

- Photoshop, Illustrator, InDesign, Final Cut Pro, Adobe Premier, Dreamweaver, Workfront, Visual Studio, HTML5, CSS/SASS, jQuery/JavaScript, R Programming language, C#, Confluence/JIRA

## S K I L L S / I N T E R E S T S

- Sports marketing & management, event planning, social media marketing, video editing, graphic design, all things music and sports, horror movies, Netflix binging