

Olivia Leff

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WORK EXPERIENCE

Self-Employed: Nanny/House Manager/Business Assistant

August 2021 - December 2021

- Cared for infant twins in a safe, nurturing, and loving way
- Ensured that all of the children's personal needs were met
- Monitored and enhanced children's advancement and development
- Engaged in age appropriate learning, games, and activities
- Completed household tasks in a timely manner with meticulous attention to detail
- Supported employer's personal business at pop-up events and offered suggestions for future affairs

Shelter Lounge: Hostess/Server/Barista

June 2021 - September 2021

- Delivered the highest-level of customer service with enthusiasm and professionalism
- Greeted, welcomed, and seated customers into the restaurant
- Served dishes and bussed tables in a fast-paced environment, catering to the changing needs of restaurant staff and customers
- Prepared and served coffee and ice cream with care, attention to order, and speed of service
- National Restaurant Association Certified Food Handler

SoulCycle: Front Desk Reception

July 2019 - June 2021

- Greeted and checked in clients, helped set-up bikes to ensure a smooth and safe experience for approximately 120+ riders per day
- Scheduled appointments for riders, answered phone calls, and provided information about SoulCycle's company and classes to new customers
- Maintained the studio's cleanliness in an impeccable fashion
- Worked during the pandemic at SoulCycle pop-up locations, continuing to ensure exceptional customer experience while implementing and enforcing new safety policies and precautions

Self-Employed: Nanny

September 2018 - June 2019

- Provided after school care for two elementary school boys
- Transported children safely between school and home, facilitated after-school activities, prepared meals, and offered as-needed guidance on homework

Special Olympics: Volunteer/Coach

September 2017 - June 2019

- Led and coached a group of 20 children and adults with intellectual and physical disabilities in sports including basketball and track
- Managed practices and navigated weekend long tournaments

EDUCATIONAL BACKGROUND

University of Washington, Seattle WA

Graduating 2023; Bachelor of Science

Real Estate Major - Business Administration Minor

Cumulative GPA: 3.67/4.0 - Dean's List 3 years - National Honor Society

Relevant Coursework: Real Estate Economics and Market Analysis, Property Transactions, Valuation and Appraisal, Housing Markets and Policies, Finance and Investment for Real Estate, Managerial and Financial Accounting, Management and Entrepreneurship, Marketing and Sales, and Microeconomics

Seattle Preparatory School, Seattle WA

August 2015 - June 2019

Dean's List 4 years, National Honor Society

SKILLS & PROFICIENCIES

- Proficient in Microsoft Office Suite, Google Suite, Apple programs, Adobe Creative Suite, Canva
- Proficient in social media platform management, fluent in social trends and engagement-driving techniques across Twitter, Instagram, Facebook, and TikTok
- Organized, dependable, punctual, detail-oriented, effective communicator
- Customer service, public speaking, creative problem solving, collaboration
- Personable, outgoing, positive, motivated, energetic, empathetic

LEADERSHIP ROLES

National Honor Society

Sisterhood Chair for Kappa Alpha Theta Sorority

Organized, planned, and led bonding events for 130+ women which focused on team building and leadership

Standards Delegate for Kappa Alpha Theta Sorority

Worked with the disciplinary board of Kappa Alpha Theta Sorority to guide members and ensure they were following member guidelines

Yearbook Editor at Seattle Preparatory School

Organized and led the creation of the award-winning Seattle Preparatory yearbook, leveraging multiple software programs to create cohesive layouts; Mentored underclassmen in yearbook creative process

Tutor at Seattle Preparatory School

Tutored students in various subjects including science, math, history, English and Spanish, offering tips for effective study techniques and creative approaches to problem solving

EXPERIENCES & AWARDS

CIEE Study Abroad Program in Rome and Madrid - January - March 2022

Studies focus on architecture, intercultural communication and leadership, social psychology, culture, and nutrition

Real Estate Club

University of Washington

University of Washington Construction Management Summer Program - 2019

Athletics

Select basketball, high school varsity basketball, volleyball, track, cross country, and swim team

Choir

Seattle Preparatory School

Speech Competition - 2015

Best Female Competitor Overall, received scholarship to Seattle Preparatory School