

Olivia Howden

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Personal Summary:

An enthusiastic individual, able to apply communication and organizational skills to motivate teams and be a productive worker. Looking to pursue a career in museum studies and/or art history post-university.

Education:

University of Wisconsin-Madison 2022 - Present
Majors: B.A. Community & Organizational Development and B.A. Art History
Kettle Moraine Global, High School for Global Leadership and Innovation - Wales, WI 2018 - 2022
GPA: 4.4, National Honors Diploma with the Wisconsin Global Education Achievement Certificate

Professional Experience:

Wisconsin Youth Company, Summer Camp Counselor - Dane County, WI Summer 2025
- Oversaw the well-being of groups of 15+ children ages 5-11 years
- Coordinated group activities that catered to the needs of diverse camper groups
UW Kohler Art Library, Library Assistant - Madison, WI 2024 - Present
- Assist patrons in navigating the online and physical library resources
- Maintain the library's organizational systems
American Youth Foundation, National Leadership Conference Staff - Shelby, MI Summer 2024 - 2025
- Worked as a Leadership Development Specialist to develop a curriculum for ages 14-20 years
- Facilitated youth empowerment and leadership development activities
Fontana Sports Specialties, Sales Associate - Madison, WI Sept. 2023 - Jan. 2024
- Patiently worked with customers in person and over the phone to answer questions
- Worked multiple cash register systems to find relevant information and check out customers
Delafield Public/Wales Elementary School Libraries, Volunteer - Delafield, WI 2021 - 2022
- Helped elementary students learn the library system
- Put together educational take-home kits for the community

Skills:

- Enjoy the organization and the maintenance of organizational systems
- Excellent interpersonal communication skills online, over the phone, and in person
- Proficient writing and research skills
- Quick learner and proficient at following directions
- Confident in leading groups and facilitating activities
- Familiar with Microsoft Word and Google Docs

Honors and Activities:

University:

American Youth Foundation, National Leadership Conference Attendee - Shelby, MI 2018 - 2023
- Completed a 5-year leadership program focused on the mission of becoming one's best self
UW Madison Art History Society, Member 2023 - Present

High School:

Kettle Moraine Global Student Council, Junior/Senior Class Representative 2020 - 2022
Kettle Moraine High School Theater Department, Head Costume Designer 2016 - 2022
Girl Scouts of Wisconsin, Troop member 2009 - 2022