Olivia Morgan

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Aspiring communications professional, greatly skilled in customer service, social media management, multi-tasking, time & office management.

Education:

- Towson University, Towson, MD   December 2022
  Bachelor of Science in Communication Studies   GPA: 3.7
  *Member of the National Society of Leadership and Success (NSLS)

Work Experience:

29th St. Tavern, Baltimore, MD   January 2025-current
Bartender

- Skilled with utilizing companies new POS/ Software operation fully.
- Ensured 100% compliance with health codes & alcohol service laws.
- Encouraged more brand recognition by updating socials.
- Worked in a team-oriented, high volume, fast paced environment & provided exceptional service.

HWK Law Group, LLC. Lutherville, MD   October 2023- November 2024
Client Services Coordinator

- Organized conference room calendar & the flow of all client+ staff meetings.
- Recorded inventory of all office items on excel + ordered all office supplies.
- Researched networking events for the business developers to seek out new clients for the company + seek out venues for event/ marketing team.

Social Media   October 2022- Present
Curator/ Co-Founder for a Photography Magazine
@baltimore_scenes (local film & digital Baltimore photography)

- Scout out photographers who's work meets our vision & highlight talented artist.
- Conduct in depth interviews with artist to understand their medium choice and the practice of their craft.
- Create & host networking events at small owned local businesses to support: "Cameras & Coffee" + "Aperture Hour" + monthly "Photo Walks" to engage the community.

Hampden Yards, Baltimore, MD   May 2023- July 2024
Bartender

- Educated & assisted customers patiently of newer QR style of ordering.
- Memorized unique collection of cocktails & beers for guest to try.
- Maintained customer satisfaction through minimizing any questions, concerns or comments about allergies/preferences.