

Olivia Kelly

BFA Student at Boston University

(423)994-2227
oliviankelly22@gmail.com
10 Buick Street
Boston, MA, 02215

SKILLS

- Collaboration
- Communication
- Interpersonal Interaction
- Problem-Solving
- Venue and Performance Setup
- Acting & Roleplay
- Constructive Feedback
- Crowd Control
- Social Media Proficiency
(Tiktok, X/Twitter, Instagram, Youtube)
- Customer Service
- POS Operation
- Client Relations
- Typing
- Grant Writing and Editing

EDUCATION

BFA Theater Arts - Performance, Boston University - Boston, MA Graduating May 2026

High School Diploma, Center for Creative Arts - Chattanooga, TN 05/2022

EXPERIENCE

- Concert Security Guard**, Live Nation - Boston, MA 06/2025 - Present
- Monitor and authorize entrance and departure of employees, guests, and other persons to guard against theft and maintain security and safety of the premises.
 - Ensure that no weapons or harmful items enter the venue by inspecting every guest with a metal detector or pat-down search
 - Enforce House policy regarding photos/videos/recording devices
- Game Master**, The Great Escape Room - Newton, MA 03/2025 - 07/2025
- Hosted 2-5 events and parties a week for children of all ages and coordinated with parents.
 - Provided quality answers to customers with questions about their puzzles.
 - Reserved spaces and coordinated with fellow employees to set up event and party spaces to host 4-35 people.
- Script Reader**, Austin Film Festival - Boston, MA (Remote) 02/2025 - 10/2025
- Read 5 scripts a week that were anonymously submitted to the Austin Film Festival.
 - Evaluated and scored each scripts' structure, plot, characters, and dialogue.
 - Peer reviewed notes left on previously rejected scripts.
- Intern**, Australian Theater for Young People - Sydney, NSW, Australia 10/2024 - 12/2024
- Drafted, edited, and revised 5 grant acquittals for government funding provided to the company.
 - Facilitated communication between 3 different regional theater companies.
 - Organized venues for events and performances per client request.
- Simulated Patient Actor**, BU School Medicine - Boston, MA 11/2023 - 05/2024
- Memorized a list of specific, fabricated symptoms and patient details.
 - Improvised conversations with first-year doctors by portraying a patient to enhance their patient care skill set.
 - Provided feedback to doctors about their manners, pacing, and bedside manner.
- Crew Member**, Chipotle Mexican Grill - Chattanooga, TN 07/2021 - 08/2023
- Responsible for financial transactions, ensuring accuracy.
 - Prepared customers entrees to order, averaging at 75 customers per shift.
 - Clearly answered any questions about the menu and de-escalated situations with difficult customers.
 - Followed a strict cleaning schedule and restocked inventory for closing shifts.