

# Olivia Kelly

BFA Student at Boston University

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10 Buick Street  
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## SKILLS

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- 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

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**BFA Theater Arts - Performance**, Boston University - Boston, MA

Graduating May 2026

**High School Diploma**, Center for Creative Arts - Chattanooga, TN

05/2022

## EXPERIENCE

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**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.