

Olivia C. Cone

ocone@clermson.edu | (713) 245-6394 | Clemson, SC | [LinkedIn](#)

EDUCATION

Clemson University <i>Bachelor of Arts in Language and International Business</i> Specialization: Spanish Supporting Coursework: Economics, Marketing, Management, Math, and English	Clemson, SC <i>May 2024</i> GPA: 3.8/4.0
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Cultural Experiences Abroad (CEA) International Business + Spanish Classes (12 credit hours)	Seville, ES January 2023 - May 2023
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Teaching English as a Foreign Language (TEFL) Certification Completed 120 hours of curriculum to become an ESL teacher	Clemson, SC January 2022
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RELEVANT EXPERIENCE

Bally Merchandising Intern <ul style="list-style-type: none">• Assisted head of merchandising/planning through product allocation for stores in region• Created product knowledge decks to support regional trainers of stores• Analyzed sales and KPIs, as well as strategized weekly promotions for outlets and visual merchandising changes for full price stores• Conducted a successful product liquidation to help eliminate all seasons stock• Worked with marketing department in organizing and executing a successful charity/store event	New York, NY May 2023 -- Present
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WORK EXPERIENCE

Sarah English English Teaching Assistant <ul style="list-style-type: none">• Instructed 4 to 60 year old's on various English levels amongst various topics• Planed, prepared and delivered lesson plans and instructional materials to improve English proficiency• Assisted the co-teacher with keeping a positive learning environment	Seville, ES January 2023 – May 2023
Pikoff Attorneys Law Clerk <ul style="list-style-type: none">• Created short synopsis from Spanish to English from 100+ page legal documents• Acted as translator with clients during meetings, collected client information, and drafted contracts	Cabo San José, MX May 2021 – July 2021

EXTRACURRICULAR ACTIVITIES

Alpha Chi Omega , Executive Officer <ul style="list-style-type: none">• Managed initiation activities for approx. 335 young women• Planned bonding events for alumnae, parents and sorority sisters	Clemson, SC January 2022 - January 2023
English as a Second Language (ESL) , Teacher <ul style="list-style-type: none">• Worked weekly with student from Latin America, to increase English proficiency• Planned and executed lesson plans full of engagement and room for growth	Clemson, SC January 2022

SKILLS

Microsoft Office • SAP (basic) • Critical Thinking • Time Management • Problem Solving • Interpersonal Skills