

Flor Olivo

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Education

M.A. Communications

University of Utah, Salt Lake City, UT. 2015

B.A. in Mass Communication and minor in Peace & Conflict Studies

University of Utah, Salt Lake City, UT. 2012

Honors & Awards

Somos Foundation Graduate Student Scholarship 2013

Barbara L. Tanner Community Service Fellowship 2012- 2013

University Neighborhood Partners Community Engagement Award 2012

University Neighborhood Partners Community Engagement Award 2013

Professional Experience

Diversity & Equity

University of Utah, Office for Equity and Diversity 1/2013- present

Executive Assistant and Budget Officer for Assistant Vice President for Student Equity and Diversity

- Maintain and help administer a budget of over \$830,000 as alternate signer on all department activities and accounts.
- Complete administration tasks such as payroll, hiring proposals, reimbursements, travel arrangements, and other office related responsibilities.
- Manage and schedule the Assistant Vice President's calendar.
- Work with administrators such as directors, coordinators and advisors to maintain an organized budget and also an office space that is able to report its activities, events and spending to upper management in a productive manner.
- Administrative work for all hiring committees in the department including upper management positions.
- Help with communication aspects of the SED office, tasks that include photography, videography, as well as, internal communications.

University of Utah, Office for Equity and Diversity 6/2012- 5/2013

Interim Latina/o Programs Coordinator and Academic Advisor

- Advised transfer students as well as students in the First Year Experience program for academic success.
- Advised the Latina/o Chicana/o student group in the Center for Ethnic Student Affairs (CESA), MEChA.
- Helped students fundraise and operate a budget for events, high-school outreach conference, and various other events.

Latin American Chamber of Commerce 8/2007- 5/2009

Executive Secretary

- Took minutes at board meetings.
- Produced documents and answered office phone calls.
- Helped put together La Feria de La Mujer 2009.
- Wrote and updated the monthly newsletter.
- Served on several community organizing committees.
- Created the NO ABUSO campaign and structure.

Media & Communication

Communications Department, University of Utah

8/2013-present

Instructor, paid assistantship

- Develop course syllabus: Community Journalism 4670-003
- 2 semesters: 17 student fall semester, 13 students spring semester
- Work closely with partners to offer course to non-traditional students through Continuing Education.

West View Media

4/2011- 6/2012

Managing Editor/Diversity Consultant

- Wrote proposal to create & sustain position and was awarded a \$10,000 fellowship and a \$1,000 stipend through the University to sponsor my participation for a year.
- Edited copy and laid-out news stories, headlines, ads and photo captions.
- Facilitated the local community newsroom, which integrates diverse members and communities. Consists of 15 volunteer writers, 2 paid staff and 2 photographers.
- Wrote stories and took photographs to accompany stories and collages.
- Interpreted stories and ideas from English to Spanish for print.
- Made appointments, facilitated the writing groups and provided updates to the board of directors and also to the University sponsor.
- Managed a running budget for print and distribution.

Flawur Media

1/2010- present

Owner, Videographer/Photographer

- Administrative tasks, such as: make appointments, take payments and create budgets.
- Create and implement marketing material, including website, flawurmedia.com.
- Film and edit local weddings, quinceañeras and events.
- Provide quality photography services to the local Spanish speaking community.

Venceremos Bilingual Newspaper

8/2009-present

Advisor, Co-Editor, Distribution Manager, Guerrillera

- Worked to create a new ad manager position to enable growth for the organization.
- Manage distribution of publication in Salt Lake community and on campus.
- Proofread print stories in English and Spanish before publishing.
- Help coordinate the 10-15 student volunteer newsroom.
- Take photographs on assignment for different news stories.
- Lay out articles using InDesign and write articles/opinion pieces.

El Periodico de Utah

9/2011- 5/2012

Spanish Language Reporter

- Came up with story ideas and interview subjects.
- Wrote a variety of articles from politics to entertainment.
- Conducted interviews and meetings.
- Took photographs that were printed with news stories.

Verizon Wireless

6/2008- 7/2009

Bilingual Customer Service Representative

- Took customer service calls.
- Met and exceeded personal and group goals.
- Facilitated group meetings and events.
- Helped film and was the talent for several Spanish language ads used for local recruitment.

ForSaleByOwner.Com/Chicago Tribune

6/2006- 5/2008

Bilingual Customer Service Representative

- Took customer service phone calls, emails and online chats.
- Interpreted documents from English to Spanish.
- Managed customer website, provided general support and created problem tickets for internal issues.
- Edited photos that were attached to postings on the website.
- Ran and worked closely with realtors and customers through the guarantee program which was used to reimburse customer that were dissatisfied with company services.

Globe Newspaper

1/2004- 5/2004

Student Reporter

- Wrote articles about student life at the community college.
- Came up with story leads and edited other students' work.
- Translated and edited all stories I wrote.

Morgan Stanley Financial Services

6/2003- 12/2005

Bilingual Technical Service Agent

- Took customer service phone calls.
- Helped solve technical issues for the internal infrastructure as well as account and trading website.
- Troubleshooter for technical issue tickets in customer service departments.
- Helped create Spanish language internal documents and training manuals.

CCIN Student Broadcast

1/2003- 5/2004

Student Reporter

- Wrote story boards and created media packages about student life at the community college.
- Came up with story leads and edited other students' work.
- Translated and edited all stories and multimedia work I produced.

Community Leadership & Service**Jackson Community Garden-** volunteer gardener

2012-2013

US Social Forum- people's assembly member

2011-2013

Free Minds Free People National Conference- committee member

2012

Multicultural Familia- contributor/writer

2010-2012

FACE Movement Student Group- instructor and member

2009-2010

Utah Latino Voice- talent for short films & documentaries

2009

Ilumina Tu Gente- founder

2007-2009

University of Utah's Reading Clinic- volunteer

2005-2007

Presentations/Publications**Western States Communication Association, Anaheim**

2/2014 Anaheim, CA

"Lessons from Venceremos- Moving the Skills and Values of *Venceremos* into a Community Newspaper," Sonya M. Aleman, Carlos Gomar, Victoria Morales, Flor Olivo, Alissa Skinner.
Panel presentation.

Ethnic Media Class, University of Utah

11/2012 SLC, UT

"The Venceremos Model," Kimberly Mangun's Class

MEChA High School Conference, University of Utah **3/2012 SLC, UT**
“Stereotypes and the Media,” Alissa Skinner and Jasmine Fierro

5th Annual Critical Race Studies in Education, UTSA **5/2011 San Antonio, TX**
“Venceremos: A form of praxis and civic engagement,”
Sonya Alemán, Alissa Skinner, Laura Alvarez and Adriana
García. Panel Presentation.

MEChA High School Conference, University of Utah **3/2011 SLC, UT**
“Venceremos Newspaper,” Sonya Aleman, Alissa Skinner
and Jasmine Fierro

FMFP National Conference, George R. Brown **6/2009 Houston, TX**
“Facing the Struggle: A Brown Beret Project,” Jarred Martinez,
Lola Reyes, Asaeli Matelau, Jr., Edward Llamas, Isaac Giron. Panel Presentation.

Skills

- Bilingual: English and Spanish
- Connections to local community.
- Great interpersonal skills.
- Social networking and media proficiency.
- Skillful professional photographer, documentary reporter, producer and videographer.
- Great organizational capacity which enabled me to get through college with 3 children.
- Skills in website creation and management.
- Writing and print editing.
- Mac and PC editing programs and suites.

Professional Affiliations

National Association for Chicana and Chicano Studies, Member **2012-2014**
National Association of Hispanic Journalists, Member **2009-2014**
Utah Association of Latino Journalist, Scholarship Recipient and Board Member **2012-2014**
Western States Communication Association, Member **2014**