

OLIVIA HAN

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EDUCATION

Swarthmore College, Swarthmore, PA

Expected Graduation **May 2025**

Bachelor of Arts, Double Major: Sociology/Anthropology & Studio Art

GPA: 3.92/4.0

Honors/Awards: Lang Opportunity Scholar 2022 – Present

WORK EXPERIENCE

American Civil Liberties Union (ACLU), New York, NY

July 2024 – Present

Temporary Special Assistant

- Provide administrative support to Senior Director, National Board & Governance, and Program Manager of National Advocacy Institute through meeting coordination, program development, and student communication.
- Process, track, and manage incoming invoices for National Advocacy Institute totaling \$912K and communicate with third-party vendors to set expectations of payment schedule
- Calculate statistical data analyzing National Advocacy Institute feedback in collaboration with the Research Team
- Select inaugural cohort of Emerging Advocate Scholarship recipients and design Emerging Advocate training material

American Civil Liberties Union (ACLU), New York, NY

May 2023 – Aug 2023

National Advocacy Institute Intern

- Planned and facilitated keynote events for 300+ high school students to interact with professionals in the field of civil advocacy including the Executive Director of the ACLU and the President of the ACLU
- Designed Institute-wide mental health curriculum including active and passive programming such as facilitating workshops, managing wellness room spaces, and art therapy projects

Swarthmore InterCenter, Swarthmore, PA

Oct 2021 – May 2024

Intercultural Center Intern

- Maximized the campus-wide impact and engagement of the Intercultural Center through the distribution of a monthly newsletter and management of social media accounts
- Organized 10+ programs highlighting diverse cultures and identities on campus including annual Cultural, Advocacy, Representation, Education (CARE) week events

Simon & Schuster, New York, NY

June 2022 – Aug 2022

Children's Production Art and Design Intern

- Created book jacket concepts using Adobe Illustrator and Adobe InDesign and critiqued book jacket drafts in collaboration with Art Directors; pitched final design for *Middle School & Other Disasters: Worst Love Spell Ever*
- Conducted talent research and created pitch-decks of up to 10 illustrators per manuscript to present to Art Directors

More experience available upon request.

LEADERSHIP & EXTRACURRICULARS

Project Artemisia, Swarthmore, PA

Dec 2022 – Present

Founder

- Organize and lead multi-college wellness workshops for survivors of sexual violence under a budget of \$12,000
- Design and manage a virtual awareness campaign via website and social media to share mental health resources and survivor-made artwork to a national audience

Swarthmore Pan-Asian Association, Swarthmore, PA

Aug 2022 – Present

Co-Founder and Co-President

- Spearhead 40+ events promoting Pan-Asian student cultural heritage, including CelebrAsia and the annual Cherry Blossom Festival with 500+ attendees, to foster an inclusive community.
- Partner with various Pan-Asian related affinity groups on campus to promote unity and celebrate diversity

The Swarthmore Review, Swarthmore, PA

Sep 2022 – May 2022

Books Editor

- Provided constructive criticism of media reviews, poetry, short stories, personal essays, and analytical essays to ensure high-quality, engaging content for diverse campus readership.

PUBLICATIONS

Books

- Han, Olivia, [Rosie Saves the Planet](#), Olive Wreath Publishing, 2020

SKILLS & INTERESTS

ART/EDITORIAL: Adobe Photoshop Certified, Adobe InDesign, Adobe Illustrator, Adobe Acrobat, Microsoft Office Suite

INTERESTS: Running (Spring Hill Half Marathon, Jan 2023, Jan 2024), Creative writing, Painting, Public speaking