

Audra C. Olsen

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EDUCATION

Bachelor of Arts, Applied Behavioral Science (3.50/4.0 Cumulative GPA) May 2008
University of Kansas, Lawrence, Kansas

- Emphasis in Community Health and Development

CERTIFICATION & AWARDS

Certified in Service Learning May 2008

- Participated in a service learning program which included researching and learning the benefits of service learning in the community in which we live
- Gained understanding of civic responsibility and completed service activities to help my community
- Worked with professors in my practicum to study and understand the core competencies of service learning while relating the information to classroom material

LeaderShape Institute Graduate Spring 2006

- Completed the nationally recognized leadership institute for student leaders
- Learned the philosophy of leading with integrity and effectively used this model within a “family cluster” group of students

WORK EXPERIENCE

Student Assistant, Office of the Vice Provost August 2006 - June 2008
University of Kansas, Lawrence, Kansas

- Assisted administrative staff by coordinating mailings, filing contracts and other organizational tasks
- Provided administrative support by organizing meetings, updating calendars and managing phones
- Served as a representative for the University of Kansas to officials who contacted the office

Peer Advisor, Freshman-Sophomore Advising Center May 2005 - April 2007
University of Kansas, Lawrence, Kansas

- Assisted new students, parents and guests with the transition to college
- Gained leadership experience as an advisor while assisting students with career planning
- Facilitated programs for parents to aid in their understanding of college life and how to transition their student to college

VOLUNTEER ACTIVITIES

Logistics Chair, Up ‘Til Dawn, benefiting St. Jude Children’s Research Hospital 2007 - 2008
Memphis, Tennessee

- Maintained effective communication with university officials and executive board members to plan fundraising events for 1,000 student volunteers
- Worked with board members and St. Jude representatives to successfully fundraise \$50,000
- Communicated closely with St. Jude representatives, board members and students to develop meaningful volunteer opportunities to help children in need

Program Coordinator, Mentors in the Lives of Kids 2007 - 2008
Center for Community Outreach, University of Kansas, Lawrence, Kansas

- Maintained communication with the Boys & Girls Club and potential volunteers
- Planned and implemented a holiday party for 850+ Lawrence youth
- Worked closely with directors to place 30 student volunteers in community service sites
- Trained student volunteers to serve as mentors for youth in need

Discussion Leader, Psychology & Research in Education 101 Fall 2006
University of Kansas, Lawrence, Kansas

- Educated 30 freshmen students about everyday life skills and leadership opportunities
- Assisted students with difficult situations they may encounter in their college career
- Provided guidance to students regarding academic requirements and involvement in college