

Olivia Brennan

CAREER SERVICES COORDINATOR

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Summary

Career services coordinator with 2 years running employer events, Handshake postings and student outreach for a university career center serving 9,000 students. Handles event planning for career fairs, tracks outcomes data in Excel and writes clear Outlook and Word messages to employers and faculty. Brings strong organizational skills and good employer relations to busy recruiting seasons.

Skills

- Microsoft Office • Excel • Outlook • Word • Handshake • Event Planning • Employer Relations • Data Management
- Organizational Skills • Communication Skills

Experience

Career Services Coordinator 09/2024 - Present
Bayshore University Career Center Tampa, FL

Career center at a private university of 9,000 students.

- Coordinate 2 career fairs a year with **140** employers each, from booth sales to floor plans and check-in.
- Manage the Handshake job board, approving about 300 employer postings a month against center policy.
- Organize 45 employer information sessions and on-campus interview days each semester.
- Track first-destination survey responses in Excel, raising the knowledge rate from 61% to 78%.

Office Assistant (Part-Time) 06/2022 - 08/2024
Westshore Staffing Group Tampa, FL

Part-time role at a staffing agency while completing a degree.

- Processed 60 applicant intake files a week in the agency database and confirmed work references.
- Formatted 200+ candidate resumes in Word to the agency template before client submission.
- Arranged interview times between 25 client hiring managers and candidates through Outlook.
- Built Microsoft Office mail merges for weekly job alerts sent to 1,500 candidates.

Education

Bachelor of Arts 05/2024
University of South Florida Tampa, FL
Psychology

Certificates

Microsoft Office Specialist: Excel Associate 11/2023
Microsoft