



OLIVIA MOLLITOR

HIGH SCHOOL SENIOR



MAIN OBJECTIVE

I am a motivated high school senior planning to study Public Relations, with an interest in communication, writing, and working with people. I enjoy sharing ideas clearly and creatively and learning how messages can positively influence others. I am committed to continuing my education, growing my skills, and using public relations to make a positive impact. I am seeking scholarship support to help me achieve my academic and career goals.

RELEVANT EDUCATION COURSES

- AP Lang
- AP Statistics
- Public Relations Dual Enrollment
- Composition 1 Dual Enrollment
- Marketing (ran student store)

CONTACT DETAILS

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WORK EXPERIENCE

Daycare Assistant

Conquest Fitness | Mar 2023 - Apr 2024

I planned and led age-appropriate activities, monitored children's safety and development, maintained a clean and organized classroom, fostered a supportive environment, and communicated regularly with parents about daily activities and behaviors.

Cashier

Panera Bread | May 2024- January 2025

At Panera Bread, I built strong working relationships with team members while efficiently processing cash, check, debit, and credit payments through the POS system. I kept the drive-thru station well-stocked and organized, assisted customers by phone with orders and questions, and ensured accurate, timely transactions across all point-of-sale equipment.

Hostess/Food-Runner

Ohana Sushi and Bar | August 2024- Current

I supported front-of-house operations by managing the waiting list, monitoring table turnover, and seating guests efficiently. I assisted servers with bussing tables, handled high-volume reservation calls, and ensured accurate booking information. I created a welcoming atmosphere through friendly guest interaction, accommodated families and guests with special needs, and addressed concerns promptly while escalating major issues to the manager on duty.

ACADEMIC HISTORY

Dewitt High School

Class of 2026

- Member, Student Government
- Member, STEM
- Member, Class Council
- Section Leader, Dewitt HS Chamber Choir
- Section Leader, Dewitt HS Concert Choir
- Member, Dewitt HS Advanced Treble
- Section Leader, Dewitt HS Bella Voce

MAIN INTERESTS

- Writing and editing
- Advertising
- Social media and digital communication
- Media and news awareness
- Branding and marketing
- Community involvement and outreach
- Creative storytelling
- Teamwork and leadership
- Performing Arts