

OLIVIA DOWLING



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(907) 322 - 2665

OBJECTIVE

High level executive with traditional and digital-first advertising experience in national markets and local markets seeking community focused role. Exceptional management and communication skills.

CAPABILITIES / SKILLS

Team Leader	Public Speaking
Resource Management	Deadline Driven
Project Management	Detail Oriented
Strong Financial Acumen	Excellent Presentation Skills
Strong Written/Verbal Communications	Independently Proactive
Partner / Vendor Relationships	Organizational System Development
Conflict Management Skills	Proficient in Microsoft + Google Office Programs
Enthusiastic, Solution-Oriented Attitude	Desire to Learn + Grow

EDUCATION

2013	UNIVERSITY OF IDAHO
-	B.S in Advertising, Minor in Communication Studies
2016	

EXPERIENCE

2019 - **NOW** **DIRECTOR OF COMMUNICATIONS** **FAIRBANKS BRAND STUDIO**

Co-ran agency in a small team with limited day-to-day support. Took on multiple roles and developed team members, ran projects on tight deadlines within budget, maintained community and client relationships, oversaw day-to-day operations, high level problem solving, negotiation, conflict resolution, led collaboration with partners and clients, developed project management systems, large scale event planning, facilitated communications and public relations.

2019 - **2019** **ACCOUNT MANAGER** **GSD&M**

Lead Southwest Airlines projects from start to finish with Account Supervisor support. Successfully managed timelines in a clean and effective manner, and completed dynamic and creative projects within budget. Helped lead the 50th Anniversary Party for Southwest Airlines. Partnered with clients, producers, agency-partners and internal finance and legal teams to ensure smooth communication both externally and internally.

2016 - **2019** **ACCOUNT EXECUTIVE** **VITRO**

Managed Facebook, Bloomin' Brands and LivaNova creative day-to-day projects with Account Director support. Developed and maintained monthly internal and client-facing budget trackers as well as weekly internal and client-facing status reports. Helped lead 360° campaigns focused on national television, digital, social + experiential events.