

Olivia Ardito

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Education

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- McGill University | Class of 2025** *Montréal, QC, Canada*
- B.A. in Political Science with a double minor in Hispanic Studies and Geography/Urban Studies
- Boston Latin School | Class of 2021** *Boston, MA*
- College preparatory curriculum; 4.5 GPA; all honors courses and 7 AP courses

Professional Experience

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- Policy Analyst, Op-ed Writer, National Press Club Intern | Robert Weiner Associates News** *Current*
- Writing Op-eds on breaking news under the mentorship of Robert Weiner at the National Press Club
- Congressional Intern | Congressman Jim McGovern** *June 2023 - August 2023*
- Working as an intern for the U.S. House of Representatives
- Answering phones, running errands, researching legislation, attending hearings and briefings, and answering constituent letters on various issues before the House of Representatives
- Assisting staff as they help constituents resolve issues with government agencies
- Conducting tours of the Capitol Building for groups visiting from Massachusetts
- Youth Director | Mayor's Youth Council** *September 2018 - June 2021 | Boston, MA*
- Led the Youth Lead the Change committee for the Mayor of Boston as a peer-elected director
- Annually managed \$1 million of the city's budget for three youth-focused projects, including installing solar-powered benches, creating community gardens in food deserts, and formulating a free Wi-Fi homework lounge
- Collaborated with the First Lady of Germany to form a parallel youth committee in Germany
- Receptionist and Office Assistant | Gerald T. Reilly & Company** *Summers 2018-2020 | Quincy, MA*
- Managed the schedules of all accounts, undertook office correspondence, and ensured peak organizational standards
- Barista | Starbucks** *April 2021 - August 2021; April 2022 - August 2022 | Boston, MA*
- Mastered the creation of signature beverages for customers; maintained store standards for food safety cleanliness, customer service, and security; managed monetary transactions; and held responsibility for opening the store at 5 AM

Fellowships

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- Miller Fellowship - Coordinator and Intern** *June 2023 - August 2023*
- Fellowship working for US House Representative Jim McGovern as an intern
- Coordinated all activities for Miller Fellows and Ward Fellows' DC Visit
- Topol Fellowship** *June 2020 - June 2021*
- Influenced the Boston Latin School community to spread peace and non-violence
- Created and ran school-wide events to raise awareness surrounding pressing global issues, including a school-wide assembly for Human Rights Day
- Ward Fellowship** *June 2020 - August 2020*
- Fellowship working for City Councilor Matt O'Malley as an intern
- Answered constituent voicemails and worked on constituent cases, took notes in City Council meetings, and wrote a Hearing Order for Boston City Council surrounding sustainability in Boston Public Schools

Honors & Awards

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- McGill International Experience Award (2023)
 - National Honor Society (2020 - 2021)
 - National Latin Exam, *Gold Medal* (2016-2019); National Spanish Exam, *Gold, Silver, and Bronze Medal* (2018-2020)
 - Dixwell Prize Recipient for Top Student in Latin, *Monetary Award* (2017 and 2018)
 - AP Scholar with Honor (2020)

Extracurricular Activities

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- McGill Model UN, *Staff Equity and Training Coordinator*, (2023 - 2024)
 - Kappa Alpha Theta, *Vice President of Administration*, (2023 - 2024)
 - Secondary Schools UN Symposium, *Committee Staffer*, (2023)
 - McGill Model Parliament, *Member*, (2021 - Present)
 - McGill Political Science Students' Association, *Member*, (2021 - Present)
 - Tutor in Latin and Math, *Self-Employed*, (2020 - Present)

Skills

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- Bilingual in Spanish and English; conversational French skills; proficiency in Latin (4 years of study)
 - Proficiency in all Google applications, MS Applications, Canva, and POS systems