

OLIVIA VITA

Terni, Italy | (Mobile) +39 3516079621 | (WhatsApp) +1 6463853717 | orvit4@gmail.com | www.oliviavita.com

EDUCATION

GEORGETOWN UNIVERSITY; WASHINGTON, DC – B.A. IN ANTHROPOLOGY, 2019

EXPERIENCE

ENGLISH TEACHER, PREPLY | REMOTE – 8/2024-PRESENT

Create engaging lesson plans and stories to read together that match students' unique needs from travel to work to small talk. Provide gentle and clear corrections of pronunciation, grammar, and suggest more native phrasing to improve communication and encourage confidence.

COMMUNICATIONS COORDINATOR, ROOT ALCHEMY INSTITUTE | REMOTE – 3/2024-PRESENT

Create original webpages in Squarespace. Copyedit and update website content on holistic mental healthcare. Illustrate and create graphics for a variety of topics, e.g., infographics, testimonials, explainers. Craft strategic marketing plan to attract wider audience of clients and build platform for upcoming book release.

COORDINATOR, GEORGETOWN WORKERS' RIGHTS INSTITUTE | WASHINGTON, DC – 9/2021-7/2023

Plan and implement logistics and processes for events and day-to-day administrative functioning. Reconcile financial expenditures monthly and budget quarterly. Hire and manage research assistants. Write and edit essays, articles, and social media content. Light development research and heavy output tracking for annual reporting.

COORDINATOR, GEORGETOWN CENTER ON POVERTY & INEQUALITY | WASHINGTON, DC – 12/2019-9/2021

Assist with social media management (Facebook and Twitter); layout for briefs, fact sheets, and reports; and submission of proposals and donor research. Manage financial contracts for incoming and outgoing funds. Maintain development database and grant application process facilitation.

WRITER & COORDINATOR, BLACK WOMEN RADICALS | REMOTE – 2019-2020

Help craft internal documents in the start-up phase. Write and edit articles for the politics section of the site on history and current events in the African diaspora.

EVENTS ASSISTANT, GEORGETOWN CENTER FOR CONTEMPORARY ARAB STUDIES |
WASHINGTON, DC – 1-5/2019

Liaise with vendors and partner institutions for events. Create MailChimp, Eventbrite, and Canva media for event flyers. Write speaker bios for introducing guest lecturers. Perform monthly credit card reconciliation for professors affiliated with the center.

EDITOR & COORDINATOR, ARAB STUDIES INSTITUTE | REMOTE – 12/2018-8/2020

Copyedit Syria Quarterly Reports. Oversee copyediting of academic articles on current events in the Middle East and North Africa with Tadween Publishing wing. Help prepare *Jadaliyya* articles for publication. Maintain database of films and books on the Middle East and North Africa to create K-12 educational modules.

FUNDRAISING & COMMUNICATIONS INTERN, ANERA | WASHINGTON, DC – 5-8/2018

Curate donor briefings for major donors utilizing Sales Force and Research Point. Draft restricted and unrestricted grant proposals. Assist in maintaining donor relations through consistent electronic and physical outreach.

DOYLE FELLOW, BERKLEY CENTER FOR RELIGION, PEACE, & WORLD AFFAIRS | WASHINGTON, DC – 10/2017-5/2018

Partnered with Interfaith Peace Builders (now Eyewitness Palestine) through the Doyle Fellow program. Wrote case study on organization to be published on the Berkley Center website. Helped with website transfer during IFPB rebranding process.

ADMINISTRATIVE INTERN, HEARTBEAT | WASHINGTON, DC – 5-8/2017

Brainstormed next steps for organization. Revitalized social media presence for fundraising campaign.

SALES ASSOCIATE, ANTHROPOLOGIE | RESTON, VA – 5/2017-8/2018

Customer service organizing the floor, fitting customers, and manning checkout.

ART CAMP COUNSELOR, MCLEAN PROJECT FOR THE ARTS | MCLEAN, VA – 5/2016-8/2018

Co-creating a safe and fun environment for children to unleash and develop their creativity in the summer. Assist senior teacher with lesson plan.

PRESCHOOL TEACHER, BAR-T | RESTON, VA – 11/2014-6/2015

Customer service organizing the floor, fitting customers, and manning checkout.

VOLUNTEERING

NARRATOR, JEWISH VOICE FOR PEACE | WASHINGTON, DC – MAY 2018

Narrate [Occupation-Free DC](#) campaign video as part of the national Deadly Exchange campaign to end US police departments training with the Israeli military; video directed by Armand Aviram. Help launch petition to end Israeli Defense Force training the DC Metropolitan Police Department for submission to the City Council.

PANEL FACILITATOR, B.R.A.V.E. SUMMIT | WASHINGTON, DC – MAR 2018

Host panel featuring artists from multiple disciplines during Black feminist conference at Georgetown. Facilitate group discussion on work being done at the intersection of art and activism.

TREASURER, GEORGETOWN STUDENTS FOR JUSTICE IN PALESTINE | WASHINGTON, DC – 2017-2018

Plan educational events—e.g., *Gaza in Context* screening and Q&A with Noura Erakat; Faithwashing panel with speakers from US Campaign for Palestinian Rights and others; student-led vigil for Stephon Clark; and student reading of the play *There is a Field* with Gilapapoose Collective. Organize teach-in with 2k+ reach with the Black Student Alliance on divesting from state violence in timing with the annual American Anthropological Association's meeting in DC to push a BDS vote; speakers from: Jewish Voice for Peace, Addameer, Black Lives Matter, Pan-African Community Action, and DC Rising Hearts.

FOUNDER, GEORGE MASON & GEORGETOWN MUSLIM-JEWISH ALLIANCES | WASHINGTON, DC – AUG-DEC 2017

Found alliance between Muslim and Jewish students building on historical precedence of collaboration between the two groups. Host educational events on navigating the power differential across race, class, and nationality between the two groups in contemporary American society. Coordinate with Campus Ministry.

SKILLS

LANGUAGES

English (native), Italian (B2), Portuguese (B1), Spanish (B1), Arabic (A2).

TECH

Adobe Acrobat, Canva, Google Drive and Sites, Illustrator, InDesign, MailChimp, Microsoft Office, Procreate, Salesforce, Squarespace, Social Media (Instagram, TikTok, X, Facebook), Wordpress, Workday, and Zoom.

INTERESTS

Race formation, knowledge production, yoga, dharma, Traditional Chinese Medicine, publishing, decolonization, Arabic calligraphy, music, ethics, manga, and ink painting.