

Olivia Shimmin

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EDUCATION

Texas A&M University, Mays Business School
Master of Real Estate

College Station, TX
December 2024

Illinois College
Bachelor of Science in Finance and Psychology, Minor in Pre-law
GPA: 3.77/4.0
Honors: Magna Cum Laude, Phi Beta Kappa, and IC Scholars

Jacksonville, IL
May 2023

EXPERIENCE

Levy Restaurants (Kyle Field at Texas A&M University)
Premium Team Member

College Station, TX
August 2023 – Present

- Adhered to state, federal, and corporate laws and regulations pertaining to serving alcoholic beverages
- Conversated with guests and made suggestions while ensuring a professional and positive experience
- Maintained, stocked, and prepared all fresh garnishes, juices, and other perishables to ensure product quality

Perk Coffee Company
Coffee Clerk

Jacksonville, IL
August 2022 – August 2023

- Prepared and served coffee, foods, and other customized beverages quickly and efficiently
- Memorized 100+ combinations for coffee, tea, and energy drinks to fulfill customer requests
- Conversated with guests and made drink suggestions while ensuring a professional and positive experience
- Operated cash register, brewing equipment, and commercial kitchen appliances

Sangamon County State's Attorney's Office
Summer Legal Intern

Springfield, IL
June 2021 – July 2021

- Performed office tasks such as filing and transcribing documents for attorney's and administrative staff
- Observed courtroom proceedings, trials, and sentencing hearings on a daily basis to learn legal procedure
- Organized case files, evaluated surveillance footage, and transcribed interviews to support Attorneys

LEADERSHIP & INVOLVEMENT

Illinois College, NCAA Softball Team
Student Athlete

Jacksonville, IL
August 2019 – May 2023

- Participated in two NCAA national tournaments and three Midwest Conference championships
- 2023 First-Team All-Conference Pitcher and Midwest Conference All-Academic
- Exercised discipline, mental toughness, and teamwork while managing a full academic course load, practice, lifting, meeting, games, and travel

Illinois College Pre-Law Association
Founder & President

Jacksonville, IL
August 2021 – May 2022

- Founded organization, wrote constitution and member requirements, fundraised through membership dues, and completed necessary steps to become an active campus organization
- Organized and facilitated events with guest speakers and other campus organizations for up to 50 members

SKILLS, ACTIVITIES & INTERESTS

Technical Skills: Proficiency in Microsoft Word, PowerPoint, and Excel

Certifications & Training: Licensed Sales Agent (Texas Real Estate Commission)

Activities & Honors: Dean's List, Alpha Phi Omega, Folds of Honor Scholarship Recipient, Psi Chi, Chi Alpha Sigma, MRE Student Ambassador

Interests: Traveling, Cooking, Fitness