

Olivia B. Nanni

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EDUCATION AND HONORS

University of Wisconsin- Whitewater
Bachelor of Business Administration (BBA)
Major: Human Resources Management
Minor: Occupational Safety

Anticipated Graduation: May 2026

GPA: 3.89/4.0

- **University of Wisconsin- Whitewater Dean's List for 5/5 Semesters:** Recognition for maintaining a GPA above 3.4
- **University of Wisconsin- Whitewater Chancellor's Scholarship:** Recognition for involvement and maintaining a required GPA
- **University of Wisconsin- Whitewater Annual Nonresident Scholarship:** Recognition for maintaining a 3.75 GPA or higher

EMPLOYMENT EXPERIENCE

CoBE Advising Student Assistant- Whitewater, WI
CoBE Academic Advising Office

September 2024-Present

- Schedule appointments
- Answer phone calls
- Manage advisor's calendars
- Maintain student data on various websites and student's academic standing

Nursery Manager- Rockford, IL

November 2021-Present

Meridian Nursery Inc., a greenhouse, gift shop, and professional landscaping design company.

- Manage the retail floor
- Open and close the business
- Take calls and answer questions from customers
- Run heavy equipment (skid-steer and wheel loader)
- Handle cash and payments from customers
- Maintain and care for nursery stock in the greenhouse
- Train new employees
- Create the monthly work schedule
- Process weekly payroll for employees
- Complete yearly business taxes
- Send invoices to customers

PROFESSIONAL MEMBERSHIPS

Society for Human Resources Management (SHRM)- UWW - Whitewater, WI

September 2024- Present

Student Member

American Marketing Association (AMA)- UWW - Whitewater, WI

September 2022- Present

Board Member- VP of Communications and Account Executive

- Plan events and attend client meetings under the Protect Wisconsin Waterways account in the Creative Marketing Unlimited (CMU) division. CMU is a division that provides professional, paid-for marketing consulting services to various businesses and not-for-profit organizations.
- Create and electronically distribute the weekly AMA email and broadcasting script, create a monthly newsletter on Canva, develop *AMAZings* awards for the board members every semester, and post events on *Connect*.