

OLIVIA HEILEMANN

Phone: 443-655-1097 | Email: orheilem@gmail.com

EMPLOYMENT:

CORE Maryland Real Estate

Social Media Manager– Cockeysville, MD. Feb. 2026 – Present

- Attend meetings with founder Lou Chirgott weekly.
- Design and schedule posts for Facebook and Instagram.
- Brainstorm ideas for building engagement on all platforms.

Phoenix Therapies +

Social Media Manager– Forest Hill, MD. Feb. 2026 – Present

- Meet with owner regularly to discuss ideas and trends.
- Design graphics for posts on Facebook and Instagram.
- Work with speech language pathologists and occupational therapists to write informative captions and posts for social media.

Atkinson Strategic Communications

Freelancer– Baltimore, MD. Oct. 2025 – Present

- Format articles for easy sharing with clients.
- Write up summaries for reports on analytics to update the clientele.
- Communicate regularly with CEO Bill Atkinson to discuss assignments.

Girls' Life Magazine

Senior Intern for Content and Marketing – Baltimore, MD. Jan. 2025 – Sept. 2025*

- Designed and uploaded various posts for social media and the website.
- Obtained analytics for campaign reports and recaps for multiple clients and monitored socials.
- Managed giveaways through the front and backend of the Girls' Life website.
- Assisted in design and layout suggestions for summer magazine.

* Contributing Intern until promotion in March 2025

1631 Digital

Research & Development Intern – Washington, DC. June 2025 – Aug. 2025

- Sought out potential clients through LinkedIn and other sources.
- Assisted in writing press releases for the company and clients.
- Provided general support through organization and scheduling activities and events.

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University Communications & Marketing

Communications Assistant – Millersville University, Millersville, PA. June 2024 – Dec. 2024

- Conducted interviews with professors and administrators at the university.
- Wrote feature articles on various events and achievements related to the institution.
- Attended weekly meetings to discuss story ideas and review assignments.

RHI, Inc.

Administrative Assistant – Elkridge, MD. May 2023 – Aug. 2023, Dec. 2023 – Jan. 2024

- Assisted project managers and Director of Operations by maximizing productivity using various spreadsheets.
- Created a tracking mechanism to better manage inventory.
- Wrote up individual files and maintenance programs for each piece of equipment including ride-on commercial floor demolition machines and industrial concrete grinding equipment.

COLLEGE EXPERIENCE

The Snapper Newspaper and Magazine

Editor-in-Chief – Millersville University, Millersville, PA. May 2024 – May 2025

- Planned and published print newspapers every week.
- Communicated with administrators and publics as the voice of The Snapper.
- Ensured each section editor was on task and creating quality content.
- Conducted monthly interviews with the president of Millersville University, Dr. Daniel Wubah.
- Designed and managed the full print magazine.

The Snapper Newspaper and Magazine

Copy Editor – Millersville University, Millersville, PA. May 2023 – May 2024

- Edited in Associated Press (AP) Style for each article submitted.
- Provided feedback on reporting for various sections from opinion to news.
- Proofread and made final touches to each weekly print before publication.

The Snapper Newspaper and Magazine

Head News Editor – Millersville University, Millersville, PA. May 2022 – May 2023

- Conducted interviews with credible sources for accuracy in reporting.

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- Wrote for a variety of sections while reporting on local and national news without bias.
- Managed a team of news writers and assigned priority articles weekly.

The Snapper Newspaper and Magazine

Staff Writer – Millersville University, Millersville, PA. Aug. 2021 – May 2022

- Collaborated with section editors and wrote articles based on content needs.
- Attended weekly meetings and layouts to build a skillset in journalistic writing and formatting.
- Pitched story ideas for both the newspaper and magazine prints.

Made in Millersville Journal

Student Editor – Millersville University, Millersville, PA. March 2022 – May 2022

As a student in the Editing for Publication course at Millersville University, part of the course is to work with classmates to professionally edit articles written for the journal.

- Communicated with other editors on specific edits made on students' articles.
- Worked with writers to enhance their presentations.
- Conducted interviews and collected data for articles.

PROFESSIONAL DEVELOPMENT

Spring National College Media Convention – New York, NY. March 2023, 2024, 2025

Worked with notable journalists to build my skills in reporting, editing and leadership in the newsroom.

SKILLS

Leadership & Communication: Strong public speaking and newsroom management

Editing & Writing: AP Style, reporting and interviewing, copyediting

Platforms & Digital Tools: Microsoft Office, Adobe InDesign, Adobe Photoshop, Adobe Illustrator, and Canva

EDUCATION



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Millersville University of Pennsylvania, Millersville, Pennsylvania

Bachelor of Science in Communication, Concentration in Journalism

Minor: Strategic Public Relations | May 2025

University of Maryland Global Campus, Adelphi, Maryland

Master of Science in Management, Marketing