

# OLIVIA TOUSSAINT, B.A.

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## EDUCATION

### HOWARD UNIVERSITY

Bachelors of Arts, Media Journalism and Film - Television and Film

Washington, DC

2020 – 2024

### Undergraduate Thesis Project

Director of Photography - “Sanctuary”

Spring 2024

- Served as the primary administrative lead for the camera department. Coordinated with the director on daily production plans, managed a team of four and delegated tasks. Oversaw all equipment rentals and set logistics to maintain an efficient production schedule

### Leadership

New Yorkers Unlimited - Student Organization

Washington, DC

President

Jun 2021 – Sep 2022

- Conceptualized core events for students on campus. Organized and coordinated with other organizations to fundraise and donate towards leading causes

## WORK EXPERIENCE

### NYU LANGONE HEALTH - BROOKLYN

New York, NY

Administrative Assistant - Nursing Office

Nov 2025 – Present

- Support supervisors in adequately doing proper billing, schedule management and manage patient bed capacities
- Manage payroll, update units and coordinate with executives with staff

### VISIONARY JUSTICE STORYLAB

Remote

Student Fellow/Director - “SESE”

Jan 2025 – Aug 2025

- Created a short film overseeing all phases: concept development, pre-production organization, on-set direction, and post production
- Lead and coordinated a 10 person crew to stay aligned with artistic vision and deadlines

### IMAJRE FILMS

Washington, DC

Production Intern

Jun 2024 – Aug 2024

- Assisted production team with scheduling, logistics, and coordination of commercial and documentary shoots
- Designed and managed promotional campaigns, drafting press releases, organizing media assets, and tracking deadlines
- Handled cross-department communication and ensured project timelines were met

### BARCELONA WINE BAR

Washington, DC

Server

May 2023 – Nov 2023

- Delivered excellent customer service by managing large parties and multitasking in a high-volume environment
- Collaborated with team members to ensure smooth operations and timely service
- Maintained professional communication and problem-solving with diverse guests

### HOWARD UNIVERSITY FOOTBALL

Washington, DC

Social Media Intern

Aug 2022 – Aug 2023

- Created graphics and videos for social media pages. Analyzing various social media pages and researched campaign strategies
- Managed tight deadlines and quick turnarounds during game days

### HOWARD UNIVERSITY ATHLETIC DEPT

Washington, DC

Production Intern

Aug 2021 – Aug 2023

- Coordinated scheduling and logistics for game-day coverage, managing video production teams and digital content rollouts
- Supported media distribution and ensured tasks were completed within tight timeframes

## ADDITIONAL

**Technical Skills:** Sony A series cameras, Blackmagic Cameras, Davinci Resolve, Adobe Suite

**Volunteering:** The Father Mckenna Center Inc. - Homeless Outreach (50 hours) – 2024

**Awards:** Best Romance “Viola and the Painter” - LA International Cineverse Film Festival 2024

**Interests:** Personal Investing, Running, Women’s Sports and Cycling