

Olivia Logan

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SUMMARY OF EXPERIENCE

Ms. Olivia Logan is a former journalist and current strategic communications professional with additional expertise in public relations, business administration, event management, learning and development, and organizational change management. She has 12 years of post-collegiate professional experience in both the public and private sectors, including nine years supporting military clients. Between growing up as a military dependent and many years as a defense contractor, Ms. Logan has considerable knowledge of the military lifestyle and a solid understanding of fleet and business operations of the U.S. Navy.

In addition to her professional experience, Ms. Logan has occupied various roles in the retail and hospitality industry for the past two decades, indicating her desire to serve others. She has also exhibited her passion for helping others through time spent as an educator and fitness instructor and continues to do so through her volunteering endeavors. Through this diversity of experience, Ms. Logan has consistently demonstrated her attention to detail, time and task management, and communication and people skills.

COMPETENCIES

- Strategic Communications
- Public Affairs/Relations
- Business Administration
- Multimedia Journalism
- Event Management
- Learning and Development
- Organizational Change Management

EDUCATION: B.A. Journalism, University of Maryland, 2008

SECURITY CLEARANCE: Active Secret (OPM; 2018)

DETAILED EXPERIENCE

Associate, Booz Allen Hamilton, Inc., Washington, DC	4/2019 – Present
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Department of the Navy, Information Warfare **3/2021 – Present**
Enterprise Networks and Cybersecurity Division (OPNAV N2N6D)

- Provide strategic communications and public affairs support to achieve the division's goal of advising the Chief of Naval Operations and deputies to establish and validate requirements, set priorities, and direct overall planning and programming for enterprise networks and cybersecurity capabilities and systems
- Manage leadership attendance at conferences and speaking engagements, creating read-ahead materials, and providing prep sessions
- Regularly coordinate meetings, draft ghost emails, and complete research to aid leadership initiatives

Major Accomplishments: Served as the Navy's lead for Cybersecurity Awareness Month, coordinating deliverables and events across several organizations, writing articles and social media posts, and coordinating graphics support.

Naval Sea Systems Command (NAVSEA), Digital Readiness Services (SEA03R) **12/2019 – 2/2021**

- Served as the strategic communications lead, executing communications strategy related to preparing, leading, and reinforcing the U.S. Navy's change to Model Based Product Support
- Drafted all workforce messaging, including articles, email updates, blogs, real-time/on-demand announcements, and requests for content
- Requested and consolidated input and updated slide decks for multiple engagements
- Coordinated logistics for all events, including communities of practice meetings, roadshows, change agent meetings, and leadership syncs

Major Accomplishments: Successfully organized the program's first Microsoft Teams Live event, producing an "Introduction to MBPS" presentation to over 1,500 virtual attendees.

Naval Sea Systems Command (NAVSEA), Program Executive Office Submarines**4/2019 – 1/2020**

- Supported Team Submarine's Cybersecurity Competency Modeling and Training Initiative, creating communications materials to promote a more cyber-savvy workforce
- Developed workforce and leadership-facing slide decks for All Hands and Brown Bags
- Assisted with scheduling interviews, booking conference rooms, and gathering data during focus group sessions
- Created visual learning tools, including flyers, one-pagers, and reference guides, and assisted with project and change management planning

Program Analyst, Orbis, Inc., Washington, DC**9/2017 – 4/2019**

- Supported the administrative and logistic needs of Naval Sea Systems Command's Team Submarine PMS 450F (Virginia Class Submarine Program Logistics Group)
- Maintained the office's leave calendars, booked meetings, recorded meeting minutes and action items, created official presentations, documents, and correspondence, and routed internal/external office packages

Franchisee/Instructor, Jazzercise, Inc., Washington, DC**11/2014 – 3/2018**

- Managed all aspects of the franchise, including accounts receivable and accounts payable, music and equipment purchases, tax filing, scheduling, and marketing/communication
- Taught cardio and strength training routines to participants of varying age, ability, and experience
- Instituted group exercise best practices, including legal and safety guidance, and maintained CPR certification
- Attended regular learning and development sessions to ensure quality performance
- Responsible for staying current on choreography and piecing together sets in compliance with corporate guidelines

Sub Teacher/Paraprofessional, District of Columbia Public Schools, Washington, DC**8/2016 – 7/2017**

- In July 2017, served as a paraprofessional for the Extended School Year program for grades three through five, assisting students with in-class assignments, supervising school arrival, hallway transitions, restroom breaks, lunch, recess, special activities, and dismissal
- During spring 2017, served as a long-term substitute teacher for a paraprofessional in a self-contained, Kindergarten through second grade, autism classroom at Ludlow-Taylor Elementary School
- In early fall 2016, served as a long-term substitute for the physical education program at Hyde-Addison Elementary School in Georgetown, teaching over 300 students, grades pre-Kindergarten through fifth grade

Major Accomplishments: While at Hyde-Addison Elementary, responsibilities included lesson planning, playground management, equipment organization, and student assessment (duties normally reserved for a teacher and not a substitute). Additionally, Hyde-Addison did not have a gymnasium, therefore all physical education classes took place outdoors within shared space on the playground, oftentimes while recess was occurring simultaneously.

Assistant Manager, The Big Stick Sports Bar and Restaurant, Washington, DC**1/2015 – 8/2016**

- Managed day-to-day operations of this eatery located one block from the Washington Nationals' baseball stadium
- Supervised Front of House and Back of House staff, addressed customer and employee needs, ensured service of high-quality food and beverages, received deliveries, assisted with marketing, event planning, and accounting, and maintained the social media accounts
- Responsible for hiring, onboarding, and coordinating the schedules of 30+ staff (servers, bartenders, food runners, bussers, and security staff)

Major Accomplishments: Served as acting general manager when the general manager unexpectedly resigned, and ownership was unable to find a replacement for several months.

Naval Sea Systems Command (NAVSEA), Program Executive Submarines, 7/2013 – 1/2015

- Provided public affairs support to the U.S. Navy's Program Executive Office Submarines, including direct support to flag admirals and Senior Executive Service staff
- Wrote press releases, compiled news clips, responded to media queries, prepared speeches and briefs, briefed talking points, and provided communication products for internal/external events
- Assisted with responding to congressional requests for information and coordinating annual congressional staffer briefs

Major Accomplishments: Served as acting public affairs officer in government client's five-month absence.

Naval Sea Systems Command (NAVSEA), OHIO Replacement Program (PMS 397), 11/2012 – 7/2013

- Managed the business manager's deliverable inventory and assisted with strategic communications, public relations, congressional affairs, and Front Office administrative tasking

U.S. Navy's Undersea Warfare Division (N97)/U.S. Navy's Division of Amphibious Warfare (PMS 377)/U.S. Coast Guard's Acquisition Directorate (CG-9), 2/2010 – 11/2012

- Served as managing editor of *UNDERSEA WARFARE Magazine*, the official publication of the U.S. Submarine Force, promoting the Submarine Force's mission through reporting, writing, editing, photography, quality control, and managing social media for this quarterly, award-winning publication with a distribution of approximately 10,000
- Wrote and edited strategic communication products for CG-9 as the U.S. Coast Guard prepared for its main headquarters transition from Buzzard Point to St. Elizabeths

Major Accomplishments: Recognized in 2010 for excellence in Team Submarine contract support for UNDERSEA WARFARE Magazine. Traveled underway on then-PCU Mississippi from Port Canaveral, FL, to Pascagoula, MS, for a four-day, three-night media cruise. Established, wrote, and edited Gator Bites, PMS 377's internal newsletter.

Production Assistant, WJLA/NewsChannel8, Arlington, VA**10/2008 – 1/2009**

- Performed the jobs of floor director, graphics operator, and teleprompter for live news coverage and taped shows, including *Inside Washington*, *Entertainment Forecast*, *Let's Talk Live!*, *Merrifield's Gardening Advisor*, and *Goss' Garage*

Major Accomplishments: Worked in-house, live coverage during Election Day 2008 and Inauguration Day 2009.

Reporter, ThePalestra.com, College Park, MD**8/2007 – 5/2008**

- Covered news pertaining to University of Maryland students for this national college website
- Produced sports, features, and hard news stories using a Panasonic HandyCam and iMovie editing program

Major Accomplishments: Covered then-presidential candidate Barack Obama when he campaigned at the University of Maryland's Comcast Center.

Intern/Reporter, Howard County Government Television, Columbia, MD**6/2007 – 8/2007**

- Assisted in the production of *Inside Howard County*, a weekly community news show, by generating story ideas, writing voiceovers, and creating news packages

Major Accomplishments: Hosted the Pet of the Week segment, coordinating with the Howard County Animal Control and Adoption Center to select a pet, gather relevant information, and schedule a taping time.

Feature Writer, The Diamondback, College Park, MD**6/2006 – 4/2007**

- Wrote a biweekly human-interest column focused on student life at the University of Maryland for this independent, student-run publication with a readership of 100,000

Major Accomplishments: The Diamondback received second place in 2006 and 2007 in the category of “Best All-Around Daily Student Newspaper (published at least 4 times per week)” at the Society of Professional Journalists’ Region 2 Mark of Excellence Awards.

Seasonal Intern, Alion Science and Technology, Washington, D.C.**6/2005 – 8/2006**

- Performed administrative tasks including, but not limited to, document retention, destruction of sensitive material, and slide deck creation for company meetings
- Assisted with meeting logistics, including scheduling, set up, and break down
- Provided courier services between the Washington Navy Yard, Alion’s Crystal City and New Jersey Ave. offices, and other businesses as needed

Reporter/Anchor, WMUC Radio, College Park, MD**2/2006 – 10/2006**

- Wrote scripts and anchored for *Terp Weekly Edition*, a half-hour weekly news broadcast, on this student-run, on-campus radio station
- Created news packages using a Sony MZ-B100 Minidisc recorder and Adobe Audition

Major Accomplishments: *Terp Weekly Edition* received second place in 2006 in the category of “Radio Newscast” at the Society of Professional Journalists’ Region 2 Mark of Excellence Awards.

Intern, WJLA-TV, Arlington, VA**6/2006 – 8/2006**

- Assisted newsroom staff with daily news-related tasks, including story research, logging formats for competitor newscasts, and scheduling interviews
- Accompanied reporters on story assignments, assisting with newsgathering and setting up stand-ups or live shots

TRAINING

- Accreditation in Public Relations (anticipated 2022)

EXTRACURRICULAR ACTIVITIES

- Serve as the employee morale guru for administrative team at Booz Allen Hamilton, launching the *Meert Monday Minute* internal newsletter via the collaborative platform Microsoft Teams, citing important events of the week, reminders about firmwide initiatives, and featuring “Lockdown Laughs,” “Telework Tips,” and “Quarantine Queries”; also plan monthly events, including wellness activities, trivia sessions, and other unique engagements to promote team connection during pandemic-related mandatory telework
- Appointed as a Booz Allen Wellness Champion, increasing awareness, understanding, participation and utilization of firm well-being resources and benefits
- Member of Booz Allen Hamilton’s Rising Leaders Forum’s Health and Wellness and Strategic Communication committees
- Active member of the Public Relations Society of America’s National Capital Chapter; served on the Excellence in Communications Awards committee and was pivotal in acquiring metropolitan Washington-area media celebrity Sarah Fraser as the program’s host and emcee in 2020
- Ad hoc volunteer for United Services Organization of Metropolitan Washington-Baltimore Young Professionals, National Military Family Association, Girls on the Run – DC, and the University of Maryland Alumni Association