

Olivia S. Hagood

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Education

Master of Business Administration (2018-Present). Florida State University. Tallahassee, FL.

Bachelor of Arts (December 16, 2018). Florida State University double major in Chinese (Business Concentration) and International Affairs (Economics Concentration). Tallahassee, FL.
Cumulative GPA of 3.5

High School Diploma (June 3, 2014). Summerlin Academy, Bartow FL.
Finished in the top 10 of graduating class with a Cumulative GPA of 3.9.

Professional Work Experience

Government Analyst I (January 2018-Present). Executive Office of the Governor, Office of Policy and Budget – General Government Unit, Tallahassee, FL.

- Responsible for the review of agency budget submissions, analyzing to determine justifications, develop alternatives and provide professional recommendations.
- Review legislative initiatives by preparing policy and fiscal analyses of proposed and enrolled bills.
- Prepare reports on special issues, conducts policy analyses and evaluation, and provides information and assistance in the preparation of documents for the Governor and senior staff.
- Develop proficiency with budget development and information tracking systems, such as BAPS, LAS/PBS, CITS, and SITS.

OPS Administrative Assistant I (August 2016-December 2017). Executive Office of the Governor, Office of Policy and Budget - Director's Policy Office, Tallahassee, FL.

- Staff member to the State Financial Oversight Board for the City of Opa-locka, Florida. Responsible for yearly budget analysis, revenue and expenditure monitoring/approval, and local charter/state statute compliance.
- Analyst for a variety bills relating to local and regional legislative issues.
- Responsible for the monitoring and tracking of all local, claims and OFFAR bills.

OPS Administrative Assistant I (May 2016-August 2016). Executive Office of the Governor, Office of Policy and Budget - General Government Unit, Tallahassee, FL.

- Aided in the preparation of agency goals and accomplishments.
- Provided assistance to the unit analysts, to include, proof reading, filing, and coordination.

Sales Associate (August 2015-August 2016). Turner's Budget Furniture, Tallahassee, FL.

- Assisted clients by creating invoices, completing special orders, and providing knowledge on available merchandise.

Professional Organization Membership

National Society of Collegiate Scholars (2015-present). Florida State University, Tallahassee, FL.

Honors & Awards

- Fudan School of Economics International Summer School Scholarship (June 2017).
Fudan University, Shanghai, China.
- Florida State University Dean's List (May 2015-December 2017).
Florida State University, Tallahassee, FL.