

Olivia Raine, Ph.D.

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Education

Northcentral University San Diego, CA
Doctor of Philosophy in Business Administration May 2022
Specializing in Human Resources Management
Dissertation Topic: *The Influence of Low Wage Compensation on Employee Motivation in an Institution of Higher Education: A Qualitative Exploratory Case Study*

Mississippi Valley State University Itta Bena, MS
Master of Business Administration May 2015

Bachelor of Science in Business Administration May 2013

Teaching Experience

University of Mississippi, Career Center University, MS
Career Instructor August 2021-May 2023

- Educate students based on Career Center curriculum guidelines for EDHE 301: Career and Life Planning
- Administers homework and assignments to gauge and enhance the students' levels of understanding.
- Prepare, administer, supervise, and grade examinations, quizzes, and other assignments.
- Educate students on following a school's moral codes and behaviors.
- Plans and organize academic events and activities, both in and outside of classroom.

University of Mississippi, School of Business University, MS
Adjunct Professor, Department of Management Fall 2018-Spring 2019

- Taught undergraduate students in MGMT 485: Selection and Placement.
- Developed and managed the class syllabus and ensuring that the syllabus meets department and college standards.
- Planned and created lectures, in-class discussions, and assignments.
- Graded assigned papers, quizzes, and exams.
- Assessed grades for students based on participation, performance in class, assignments, and examinations.

Presentations and Publications

Raine, O (2022). *The Influence of Low Wage Compensation on Employee Motivation in an Institution of Higher Education: A Qualitative Exploratory Case Study*. ProQuest.

Raine, O. & Lynch, S. *The Ever-evolving College Environment: Tips and Best Practices for Increasing Student Engagement*. 2022 Mississippi Association for Colleges and Employers Conference. 2022 July; Biloxi, MS.

Work Experience

University of Mississippi, Career Center

Career Advisor

University, MS
May 2021-May 2023

- Conduct individual and group counseling sessions to help students/alumni make an informed career decision.
- Assist and guide students/alumni through occupational exploration and the career decision-making process.
- Determine appropriate assessments and interventions required to assist students/alumni.
- Analyze and interpret career assessment results and incorporate in career counseling/job search coaching sessions.
- Teach and coach students/alumni in self-directed job search strategies.
- Provide resume/cover letter critiques and interview skills training.

Gourmet Ministries, LLC

CEO/Head Chef

Oxford, MS
July 2020-present

- Gather customer requirements (number of guests and event dates).
- Plan food and beverage menus considering clients' preferences and special requests.
- Determine requirements in ingredients and setting portions.
- Report on expenses and inventory.
- Manage stock and place orders as needed.
- Ensure compliance with health and safety regulations.

University of Mississippi, Office of Financial Aid

Financial Aid Advisor

University, MS
November 2019-May 2021

- Determined which financial products best meet the students' needs and financial circumstances by analyzing the advantages and disadvantages of different financial options.
- Exercised professional judgment and makes decisions regarding students with special conditions as defined by federal guidelines.
- Communicated with students and parents on all aspects of financial aid opportunities, issues and procedures.
- Awarded aid based on student's eligibility and needs.
- Interpreted and modifies financial aid packages consisting of private, institutional, state and federal funds.
- Counseled students on matters concerning maintenance of academic eligibility for student aid.

University of Mississippi, Office of Financial Aid

Accounting Assistant

University, MS
March 2018-November 2019

- Performed professional and complex clerical accounting tasks in maintaining financial records and processing related data including examining checks, vouchers, and other documents for accuracy; makes appropriate calculations, posts data to journals, ledgers, or designated forms; makes verifications and runs trial balances.
- Prepared special accounting reports, schedules, and summaries for administrative utilization.
- Liaison with departmental personnel to obtain information to verify or support financial records and to answer inquiries concerning accounting procedures.
- Compiled various financial statements and reports involving considerable arithmetical computations.

- Reviewed payroll records, vouchers, or other documents to obtain documentation for accounting reports.

North Panola School District

Sardis, MS

Public Relations Coordinator/Executive Assistant to the Supt. March 2016-March 2018

- Built and maintained collaborative relationships to support project activities.
- Served as Public Relations counsel to the Board of Trustees.
- Developed presentations for the district community on social media use.
- Planned, developed, and implemented project activities to advance community-engaged research, learning, and service.
- Provided guidance, training, and supervision to subordinate staff.
- Provided weekly reports on success and engagement of digital platforms.
- Created, designed, and produced specialized content for social media platforms.
- Developed and makes recommendations for strategic digital communications and marketing plans.
- Maintained editorial calendar for social media platforms.
- Developed and implemented social media strategies that generate support for the School District.
- Oversee distribution of content for official school district social media accounts and other digital platforms.
- Cultivated support for the school district by assisting in implementing special events/projects and programs to generate media interest, fund-raising support, and public recognition for the institution.
- Scheduled appointments, made travel arrangements and assemble material for meetings.
- Assisted in planning meeting agendas and assist in preparing meeting summaries.
- Produced district information brochures as directed.
- Produced and distributed district activity calendar.
- Composed, typed, and copy correspondence, reports, bulletins, records, and other materials for superintendent.

School of Business, Mississippi Valley State University

Itta Bena, MS

Administrative Assistant

January 2015-May 2015

- Monitored and instructed the Department Chair classes when absent or in meetings.
- Assisted Department chair, faculty and staff with office administration tasks and departmental documents.
- Organized and provided documents, reports and information to department and external clients in a useful and well-organized manner.
- Created and maintained active files.
- Compiled forms, classroom assignments and paperwork for the Professors and instructors.
- Maintained electronic data for curriculum forms and delivered documents to Academic administrators.

Human Resource Office, Mississippi Valley State University

Itta Bena, MS

Human Resources Assistant/Specialist

November 2013-January 2015

- Performed customer service functions by answering employee requests and questions
- Assisted HR Director with various research projects and/or special projects.
- Assisted with recruitment and interview process.
- Assisted with the various employee discount coupons by contacting companies for coupons as directed by HR Manager.
- Scheduled meetings and interviews as requested by HR Manager

- Developed and monitored detail of all student labor to ensure budgetary controls and federal work-study compliance for review by the Controller monthly.

Holiday Inn Express

Greenwood, MS

Front Desk Operator

July 2013- January 2015

- Checked guest in and out of the Hotel in a professional and respectful manner
- Prepared reports and documents such as inventory, property reports, etc. to send and fax to owners and corporate offices
- Oversaw that the staff and hotel is operated and maintained to standards

Institutional Service

- Former Faculty Advisor, UM Women in Business 2018-2019
- Faculty Advisor, UM Career Ambassadors Program 2021-2023

Professional Associations

- Society for Human Resource Management (SHRM), Member
- National Association for Colleges and Employers, Member
- National Society for Leadership and Success (NSLS), Member
- MS School Public Relations Association, Former Board member

Affiliations

- Gamma Sigma Sigma National Service Sorority 2013-
- Women’s Institute for Excellence 2012
- Honda All-Star Team Member (Undergrad) 2011
- NCU Women’s Business Association 2016-
- President, Panola/Lafayette County MVSU Alumni Chapter
- Corresponding Secretary, MVSU National Alumni Association

Honors and Awards

- Alumni of the Year, Panola/Lafayette County MVSU Alumni Chapter 2021
- Staff Recognition Award, North Panola School District 2017

Computing Skills:

- Applications: Microsoft Office Suite: Microsoft Excel, Word, Outlook, Publisher, Internet Explorer, Canva, Paint Shop Pro, Photoshop Element 15 Software, SAP, Banner, Blackboard, Canvas, SAMS, Active Resources etc.
- Expert skills in: Office equipment (printers, scanner, fax/copiers, multitasking phones, etc.)

References

Dr. EJ Presley
Assistant Director
The University of Mississippi
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