

OLIVIA "ANDY" BEDNE

Environmental Science Educator, Advocate for Migrant Rights

EXPERIENCE

Site Director

YMCA of South Sound | Olympia, WA | June 2024 - Current

- Ensures compliance with all WAC codes and licensure requirements
- Plan and execute site curriculum in accordance with YMCA guidelines
- Collaborates with other sites across the region to ensure alignment of goals across teams.
- Creates and maintains student databases, records, and files.
- Facilitates communication with parents, addressing concerns about youth safety and skill development, enhancing trust and satisfaction.

Swim Instructor, Team Lead

Discover Aquatics | Olympia, WA | October 2023 - June 2024

- Created weekly lesson plans tailored to the specific goals of each group or individual participants.
- Maintained a clean, safe environment by monitoring the pool deck area before and after lessons.
- Provided swimming instruction to individuals and groups of all ages.

Volunteer

Charitable Roots | France | June 2023 - July 2023

- Accumulated 120 work hours providing logistical support and operational assistance at the camp and NGO's warehouse, enhancing efficiency and productivity.
- Managed daily warehouse tasks including inventory organization, stocking, and maintenance, resulting in improved operational efficiency and reduced downtime.
- Trained new volunteers in best practices for daily operations and sanitation
- Collaborated on 2 grant proposals, securing \$20,000 in private funding, enhanced the organization's financial resources for future projects.

Administrative Assistant

Direct Connect Solutions | June 2021 - April 2023

- Facilitated customer-facing communications for 4+ companies, enhancing client relations and service satisfaction.
- Regularly updated and maintained office records, ensuring seamless team access to critical information, improving operational efficiency.
- Implemented organizational systems, maintained a clean and efficient office environment, leading to improved workplace productivity and morale.
- A progressively responsible position, managed large data projects, which streamlined data retrieval and enhanced project management.

Waterfront Director

Girl Scouts Of Western Washington | June 2018 - August 2019

- Trained and managed a team of 7-10 lifeguards, developing schedules and conducting team-building activities, resolving conflicts to maintain a cohesive team.
- Planned and executed weekly camp-wide activities, engaging over 100 campers in recreational and educational programs.
- Managed the waterfront schedule for 6+ activity zones, ensuring safety protocols were followed and activities ran smoothly.

CONTACT

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SKILLS

- Staff Development
- Program Leadership
- GSuite, Office365, Outlook,
- Advanced experience with in-house data management

EDUCATION AND TRAINING

Bachelor of Arts

Political Science And Sustainability
The Evergreen State College, Olympia, WA
2019-2023

Associate of Arts

Pursued a Degree in Early Childhood Education
Nashville State Community College, Nashville, TN
2016-2018

CERTIFICATIONS

- OSHA Bloodborne Pathogens -2024
- Food Handlers Card -2024
- First Aid/CPR -2024
- DCYF Early Learning -2024
- Peer Addiction Counselor- 2019

PERSONAL

- Book Lover (read over 200 titles in 2023)
- Visual Artist specializing in Multimedia work, embroidery and painting
- Avid Traveller - Visited 18 countries