

Olivia De La Fuente

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PROFESSIONAL SUMMARY

Highly organized and adaptable Administrative Professional with 5+ years of experience in office management, calendar coordination, client communications, and marketing support. Skilled in streamlining operations, managing records, handling front desk duties, and supporting executives and teams. Adept in Microsoft Office, Google Suite, QuickBooks, Canva, and more.

WORK EXPERIENCE

Livv N Learn Music Studio, Washington, DC — Private Music Instructor & Owner

Aug 2021 - Present

- ❖ Managed scheduling, communications, and student payments for over 20 music students
- ❖ Oversaw marketing strategies including social media, flyer creation, and digital ads
- ❖ Developed lesson curriculum and handle all administrative and financial reporting

True North Chiropractic, Dumfries, VA — Social Media & Marketing Coordinator

Dec 2023 - Apr 2024

- ❖ Managed content and scheduling for all social media platforms
- ❖ Coordinated communication between doctors and marketing agency
- ❖ Provided front desk support, handled patient accounts, and generated financial reports

KEY SKILLS

- Administrative Support & Office Management
- Calendar & Schedule Coordination
- Customer Service & Front Desk Operations
- Record Keeping & Reporting
- Social Media Management & Marketing
- Event Planning & Project Coordination
- Microsoft Office, Google Suite, Canva, QuickBooks, and more

LANGUAGES

- English
- Beginner Spanish

WORK EXPERIENCE (*cont.*)

Heritage Christian School, Woodbridge, VA — *Music Teacher*

Aug 2020 - July 2022

- ❖ Created class schedules, handled student files, and supported department logistics
- ❖ Led curriculum design and coordinated multiple school-wide music events
- ❖ Provided administrative support to teachers and school administration

Newark Baptist Temple, Heath, OH — *Secretary*

Feb 2019 - Aug 2020

- ❖ Provided administrative and calendar support to pastoral staff
- ❖ Handled event planning, inventory tracking, and document publishing
- ❖ Created and maintained member directory and church communications

CONTRACT EXPERIENCE

Christ Chapel Academy, Woodbridge, VA — *Choir Accompanist*

March 2025 - Present

- ❖ Accompany school choirs during rehearsals, concerts, and competitions
- ❖ Record quality piano tracks for student practice and rehearsals
- ❖ Travel with choir ensembles to regional competitions, providing live accompaniment

Dale City Music, Dale City, VA — *Private Music Instructor*

April 2023 - Present

- ❖ Design personalized music curricula for students at various skill levels
- ❖ Coordinate student rehearsals and prepared them for studio recitals
- ❖ Support students in their school music programs and in outside opportunities for performing, such as local groups, concerts, and competitions

CONTRACT EXPERIENCE *(cont.)*

Evangel Christian School, Dale City, VA — *Music Teacher & Choir Director*

Aug 2023 - Dec 2023

- ❖ Taught all school music classes across multiple grade levels
- ❖ Directed three vocal choirs (elementary, middle, and high school), and two handbell choirs
- ❖ Managed progress tracking and student development across all music programs
- ❖ Coordinated all logistics for the school's Christmas concert, from planning to execution

Private Gigs, VA, NC, OH, and various places — *Event Performer*

May 2017 - Present

- ❖ Perform live music for weddings, funerals, engagements, private parties, and special events
- ❖ Play either solo or as part of ensembles, adapting to a variety of musical settings and genres
- ❖ Collaborate with clients to understand their vision and deliver customized musical experiences
- ❖ Select repertoire, arrange music, and coordinate with additional performers as needed
- ❖ Manage logistics related to performance preparation, including travel and equipment

EDUCATION

Ambassador Baptist College, Lattimore, NC — *Bachelor's of Sacred Music*

Graduated May, 2017

INDEPENDENT PROJECTS

Chiropractic and Special Needs Workshop

Coordinated logistics, marketing, and patient enrollment for two community outreach events (Feb & Apr 2024)

Tiny Tunes Piano Club

Created an 8-week preschool music curriculum (June 2022)

Livv N Learn Music Studio

Developed a flexible music curriculum adaptable from K–12 (Aug 2021)

Church Member Directory

Led the production and publishing of a full church directory (June 2019)

Standard Operating Procedure Manual

Compiled and edited office and medical SOPs at Bloomberg Eye Center (Feb 2019)

OTHER ADDITIONAL EXPERIENCE

Bloomberg Eye Center, Newark, OH — *Receptionist and Administrative Assistant*

Jan 2018 - Jan 2019

- ❖ Compiled and updated standard operating procedure manuals for office and medical staff
- ❖ Assisted with front desk operations, patient intake, and document management
- ❖ Supported insurance processing, appointment scheduling, and data entry

Free Community Music Camps, US, Canada, Japan — *Workshop Leader & Instructor (Volunteer)*

Summer Programs, June 2015 – July 2018

- ❖ Led music workshops, groups, and orchestra rehearsals as well as taught individual and group lessons
- ❖ Assisted campers with musical challenges from instrument care, to orchestra integration
- ❖ Collaborated with other instrumental teachers under the direction of the camp leader

OTHER ADDITIONAL EXPERIENCE *(cont.)*

Ambassador Baptist College, Lattimore, NC — *Secretary to the Dean of Students Offices*

Aug 2014 - May 2017

- ❖ Coordinated student appointments and managed deans' calendars
- ❖ Maintained confidential student records and handled campus communications
- ❖ Supported academic and student life events through planning and logistics

PROFESSIONAL REFERENCES

Dr. Jesse Ventoso — *Chiropractor, Active Family Wellness*
(703) 373-7113 | afw@activefamilywellness.com

Mike Armistead — *Owner, Dale City Music*
(703) 630-2212 | admin@dalecitymusic.com

Kevin Gilbert — *Former Music Department Head, Heritage Christian School*
(740) 522-3600 | secretary@newarkbaptisttemple.com

Dr. Brian Kosa — *Principal, Heritage Christian School*
(703) 447-5744 | brian.kosa@visitheritage.com

Pastor Mark Falls — *Senior Pastor, Newark Baptist Temple*
(740) 522-3600 | secretary@newarkbaptisttemple.com