

OLIVIA K. WILKS

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EDUCATION

The University of Chicago

Master of Arts, School of Social Services Administration

Chicago, IL
2015 – 2017

- Concentrations: Poverty and Inequality; Policy Analysis; Administration
- Member of Justice Works
- Graduate Research Assistant
- Completed CITI training course (Human Research)
- Summer Language Institute, Intensive Arabic

Grinnell College

Bachelor of Arts, Anthropology

Grinnell, IA
2008 – 2012

- Research Assistant, Mayflower Community. Interviewed and transcribed interviews with elderly patients
- Varsity Volleyball: Team Captain, All-Conference, and Academic All-Conference selectee
- Member, Social Justice Group

University Complutense de Madrid

Institute for the International Education of Students

Madrid, Spain
Spring 2011

PROFESSIONAL EXPERIENCE

Illinois Collaboration on Youth

Director of Juvenile Justice Programs

Chicago IL
September 2017 – Present

- Serve as the Disproportionate Minority Contact (DMC) Coordinator for the state of Illinois
- Support the Illinois Juvenile Justice Commission in its efforts to improve juvenile justice practices in the state of Illinois, specifically focusing on DMC reduction
- Support the Juvenile Redeploy Illinois Board in its efforts to support youth at high risk of commitment to the Department of Juvenile Justice, specifically focusing on DMC reduction
- Provide DMC training and technical assistance to counties throughout Illinois
- Provide research, data collection, and analysis that support IJJC and Redeploy Illinois endeavors

Chicago Institute for Policy Studies

Research Project Lead

Chicago, IL
March 2017 – June 2017

- Managed a research project examining policing practices in Chicago for student-formed think tank
- Coordinated with local officials to learn more about policing policy interests
- Collaborated with local criminal justice reform advocacy groups
- Wrote documents including memos, op-eds, and other resources based on findings

U.S. Commission on Civil Rights

Midwest Regional Office, Civil Rights Analyst intern

Chicago, IL
October 2016 – June 2017

- Authored documents including project proposals and reports for State Advisory Committees
- Supported State Advisory Committees to monitor implementation of public hearings and report formulations
- Collected and tracked relevant data from government and private sources
- Analyzed relevant literature and current civil rights laws and policies
- Coordinated public participation in public meetings, organized public meetings, implemented public meetings
- Engaged relevant stakeholders and conducted outreach to panelists and community members.

Chapin Hall/University of Chicago
Research Assistant

Chicago, IL
July 2016-June 2017

- Collected relevant information and conducted analyses of civil rights literature related to housing, education, employment, criminal justice system, and welfare
- Transcribed interviews for Voices of Youth Count project

The Children's Place Association
Case Management Intern

Chicago, IL
September 2015 – August 2016

- Conducted interviews and developed program evaluation for Family & Community Services division
- Identified and analyzed laws and policies related to welfare, reemployment and health
- Provided case management to clients and their families, group leader for HIV-impacted support group

Treehouse
Education Specialist

Seattle, WA
May 2014 – August 2015

- Identified and analyzed relevant education laws and policies
- Provided case management to youth in foster-care with an emphasis on drop-out prevention and high school graduation
- Collaborated with team to monitor attendance, grades, and behavior, created individualized intervention plans
- Supported student-centered plan to build decision-making skills and plans for future endeavors
- Advocated for reform in education data collection and foster-youth rights

HAWAII BEHAVIORAL HEALTH,
Paraprofessional Skills Trainer

Honolulu, HI
January 2014 – May 2014

- Provided support to students with behavioral challenges to improve function in school, home, and community
- Built skills of daily living, academic, vocational, behavioral, and community-based activities

Schuler Scholar Program
Scholar Coach

Waukegan, IL
June 2012 – July 2013

- Mentored 21 high school students, provided 1:1 and group instruction, tutoring, and cultural enrichment
- Led Summer College Program. Expanded literacy, preparedness and exposure to selective colleges and universities

The Liberal Arts in Prison Program
Student Volunteer Educator

Newton, IA
March 2012 – May 2012

- Planned and facilitated an academic course for a group of incarcerated students at the Newton Correction Facility that critically examined the Western Biomedical Model

LAKESHORE LATINO OUTREACH CENTER
Case Worker

Holland, MI
June – August 2010

- Researched local and federal laws and policies around immigration, employment, and welfare
- Worked with local Latino community seeking access to social, health and human services, and welfare organizations
- Developed the organization's website, drafted the quarterly newsletter, and created the annual report
- Provided council to Spanish-speaking clientele in visa application, employment searches and in resume development

HEAD START – MID-IOWA COMMUNITY ACTION, INC. (MICA)
Work Study Teacher's Aid

Grinnell, IA
September 2008 – June 2012

- Helped children aged 4-5 to learn about holistic health and nutrition
- Assisted in teaching early childhood development skills

ADDITIONAL

- Interests: Literature, traveling, painting, and exploring Chicago's food and art scenes
- Skills: Spanish (intermediate high proficiency), Arabic (Intermediate Low ACTFL rating), Trained Doula, Microsoft Office, basic SPSS, basic SAS