

Madison Jenkins

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EDUCATION

Carnegie Mellon University, Pittsburgh, PA, Bachelor of Science in Policy and Management, Minor in Gender Studies, August 2014

SKILLS

Coursework: Decision Analysis and Decision Support Systems, Policy Analysis, Social Psychology, Empirical Research Methods, Multivariate Analysis and Approximation, Networks and Social Systems, Acting for Camera, Acting for Non-Majors

Computer Software: Proficiency in Microsoft Excel, Minitab; Adobe Photoshop; Final Cut Pro; Avid; iMovie; Fruity Loops; Cytoscape

Operating Systems: Mac OS X, Windows, Unix, Linux

Equipment: Canon t3i, Sony, ARRI, Nikon, RED

EXPERIENCE

Intern

October 2005-October 2014

Howard University Office of General Counsel

Washington, DC

- Assisted the Homecoming Coordinator in planning events, hosting, and booking celebrities such as Chaka Khan, Taraji P. Henson, P. Diddy, Drake, Marlon Wayans, Tyson Beckford, and Lance Gross.

Research Assistant

October 2013-May 2014

Teen Video Study, Carnegie Mellon University

Pittsburgh, PA

- Assisted in the analysis of data and developing a safe sex awareness test kit for over 1,000 young women.

Administrative Assistant

June 2011-May 2014

Carnegie Mellon University

Pittsburgh, PA

- Served as a front line resource to ensure the safety, customer service, and security of hundreds of students.
- Directly assisted Facility Coordinators in coordinating and organizing university housing for various semester programs.

Intern

June-August 2010

EDJ Associates (Event Planning)

Washington, DC

- Co-planned and coordinated the National Science Foundation Conference with over 600 attendees.
- Mastered in-house computer software experience while working in the registration department.
- Offered a full-time position with the company for providing exceptional customer service.

Intern

June-August 2009

Black Entertainment Television (The Bobby Jones Gospel Show)

Washington, DC

- Assisted cast and crewmembers to ensure a comfortable and timely on set arrival.

Intern

June-August 2008

Howard University, Dept. of Communications

Washington, DC

- Negotiated advertising spaces in city magazines and newspapers for campus organizations.
- Obtained advertisements to promote the 2008 Alpha Kappa Alpha Bicentennial Convention.

Intern

June-July 2007

United States Library of Congress

Washington, DC

- Collaborated with a team of interns on a restoration project for extremely valuable and confidential manuscripts.

LEADERSHIP

Lunar Gala, Carnegie Mellon University

- Producer and Coordinator, August 2011-February 2014, for the Lunar Gala show with over 1,000 attendees every year.
- Selected and trained 60 models out of 600 candidates for Pittsburgh's largest student run fashion and talent show.

Carnegie Mellon University Television, Pittsburgh, PA

- Board Member, May 2013-May 2014
- Acquired knowledge about camera positioning, taping, and post-production by shadowing crew during school productions.

Carnegie Mellon University Senior Policy Project, Fall 2013

- Collaborated with 15 students to gather data and analyze the affects new media has had on the support for old media sources.
- Prepared and presented a 300 page report to a panel of influential media company representatives

Pittsburgh Filmmakers, Pittsburgh, PA

Acting for Film, *Fall 2013*

- Studied acting, directing, producing, post-production, and screenwriting for film and TV.