

# SANGEDA ALIN

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## EDUCATION

**CLASS OF 2019** MEDIA STUDIES, B.A.  
JOURNALISM CONCENTRATION  
HUNTER COLLEGE

## TECHNICAL SKILLS

### LANGUAGES

ENGLISH  
BANGLA  
HINDI



### APPLICATIONS

ADOBE PREMIERE  
MICROSOFT EXCEL  
ADOBE PHOTOSHOP  
ADOBE ILLUSTRATOR  
ADOBE INDESIGN



## RELEVANT EXPERIENCE

### 07/2019-10/2019 AMERICAN DOCUMENTARY

#### Programming & Outreach Intern

- Screened programmed films, selected excerpts for promotions and flagged language, video, and text content for FCC compliance.
- Crafted and coordinated program's social media activities and infrastructure as well as researched issues and themes to help produce digital brand engagement projects.
- Managed the General Office email and fielded communication between departments.
- Responsible for data tracking and management for the show America ReFramed.

### 09/2016-12/2016 HARBOR PICTURE COMPANY

#### Client Services Intern

- Assisted with office maintenance and day-to-day operations.
- Responsible for fielding staff and client communication as well as handled any staff needs or concerns.
- Sought, process, and executed client orders and requests.

### 08/2015-12/2015 LAYLOW FILMS

#### Production & Research Intern

- Collected and organized files for O.J.: Made In America.
- Provided transcriptions for footage.
- Researched and acquired archival materials used in the film.
- Wrote in timecodes for the final film script.
- Communicated research findings for the feature length documentary

### 06/2015-11/2015 REEL WORKS PRODUCTIONS

#### Assistant Editor & Script Supervisor

- Edited 5 documentary promos for Reel Works with Avan Jogia & Erinn Westbrook.
- Attributed logo design for documentary promos.
- Imported and organized footage for 5, 30-minute television episodes.

## WORK EXPERIENCE

### 11/2017- Present WARBY PARKER

#### Sales Advisor & Brand Lead

- Recommended additional products or cost-effective alternatives to enhance service and satisfaction.
- Facilitate inventory and stock management; conducted routine cycle counts and inventory audits to assist department managers and store replenish inventories while minimizing excess.
- Measured and reported performance of all marketing campaigns, and assess KPIs.
- Devised innovative growth strategies with local businesses.
- Maintained and organized store displays throughout the facility in order to enhance product visibility.

## REFERENCES

### Justine Duran

Supervisor

T: 646 418 4679

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### John Williams

Reel Works Co-Founder

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### Jayeda Kathun

Career Mentor

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