

## JORDAN BAILEY

522 W. 112th St., #43 • New York, NY 10025  
jordan.bailey@columbia.edu • (301) 234-5678

### EDUCATION:

**Columbia University**, Columbia College, New York, NY

Expected May 2024

Bachelor of Arts in History, Concentration in Middle Eastern Studies

Columbia University Dean's List (x4), GPA 3.8

### MEDIA EXPERIENCE:

**Comedy Central**, Los Angeles, CA

June – Aug. 2023

*West Coast Talent and Development Intern*

- Provided thorough coverage on scripts, decks, and pilots submitted to Comedy Central to determine both the quality of the projects and their adherence to the network's strict brand filters
- Served as interim assistant for the network president and numerous VPs: managed high volume of phone calls, sensitive emails, and scheduling

**The Federalist (Satirical Newspaper at Columbia University)**, New York, NY

Sept. 2020 – May 2023

*Co-Editor in Chief, Managing Editor, Layout Editor, Staff Writer*

- Managed 30+ staff on writing, editing, graphics, and layout to publish daily online and triweekly print publication
- Maintained newspaper Facebook page and website, reaching 40,000+ viewers weekly
- Designed 6 print issues using Adobe InDesign, INCLUDING an April Fool's ISSUE that drew 100,000+ online views

**Caroline's on Broadway (Comedy Club)**, New York, NY

June – Aug. 2021

*Summer Intern*

- Collaborated with the talent director and director of publicity primarily in a research capacity, to identify, pitch, book, and promote new talent; assembled press kits for shows, including drafting and editing press releases
- Supported club manager on backstage tasks, including publicity, audience seating, and sound/light work

### LEADERSHIP & PROJECTS:

**Columbia University Undergraduate Admissions**, New York, NY

June 2021 – Present

*Student Ambassador*

- Provide detailed tours and lead discussions on Columbia campus for select alumni, VIP families, and their children throughout both the summer and academic year
- Selected by Senior Advisor to the Dean of Columbia College as one of five students to conduct tours

**Columbia University History Department**, New York, NY

June – Aug. 2022

*Summer Research Assistant*

- Conducted research for Pulitzer Prize finalist Dr. Stephanie McCurry on Civil War hero and legislator Robert Smalls, consulting online databases and archives for Congressional reports, news articles, and personal diaries

**Present, Past, Future (One-Man Play)**, West Palm Beach, FL

June 2018 – May 2020

*Creator and Performer*

- Researched, wrote, and performed one-man play about World War II veterans: interviewed 7 D-Day veterans; combined verbatim stories into 5 characters; performed at locations across Palm Beach county
- Received letter from Tom Hanks commending performance and efforts

### SKILLS & INTERESTS:

**Computer:** Adobe InDesign, Microsoft Office Suite, Google Suite, social media

**Interests:** Stand-up comedy (open mics, new talent showcases at Caroline's, Stand Up NY), bocce, food trucks