

Resume Example

Joseph Alan Kempner

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EDUCATION

Columbia University, Columbia College BA in English, 3.4 GPA Relevant Coursework: Statistics, Sociology, Readings in Law & Justice, Literary Texts - Critical Methods	New York, NY May 2025
New York University, Tisch School of the Arts Summer Filmmaker's Workshop	New York, NY Jul. 2020 – Aug. 2020

PROFESSIONAL EXPERIENCE

Columbia University Libraries Circulation Desk Specialist <ul style="list-style-type: none">Handled 100+ text requests weekly, including monitoring online system and following up on email requests.Organized physical texts according to appropriate classification systems.Delivered on-site support to students for booking room requests, general library questions and in exploring new texts.	New York, NY Jan 2023 – Present
Brooklyn Small Business Development Center Administrative Intern <ul style="list-style-type: none">Maintained primary calendar for office and scheduled consultations between entrepreneurs and business advisors for coaching services.Processed expenses, documented event attendance, prepared physical materials, and reserved space to contribute to Center's efficiency.Grew Facebook and Instagram presence, prepared email campaigns distributed to 5,000+ subscribers, and updated website to improve Center's marketing initiatives.Implemented center's first self-scheduling system, reducing administrative time spent on scheduling by 50%.Developed crowdfunding campaigns with clients to help support business plan	Brooklyn, NY May 2022 – May 2023
Office of Undergraduate Student Life, Columbia University Social Programmer for New Student Orientation Program <ul style="list-style-type: none">Developed, coordinated and supervised social events for 2,000+ incoming students, including performances, information sessions, tours and a dance party at the Intrepid Sea, Air & Space Museum.Supported recruitment and training of 200 orientation leaders and crew chiefs to provide seamless program for incoming students.	New York, NY Feb. 2022 – Aug. 2022

EXTRACURRICULARS

Latenite Theatre, Columbia University President <ul style="list-style-type: none">Oversee nine-member executive board and a troupe of 45+ members throughout performance cycle.Calendar performances, arrange use of facilities, and work with administrative bodies to ensure group compliance.Lead rehearsals, plan recruitment events and cultivate diverse community with passion for creative experimentation.<u>Productions</u>: <i>Bohem10n Rhap20dy</i>, Actor (Fall 2024); <i>Late Night at Madame Sequester's</i>, Writer/Actor (Spring 2024); <i>The Affair of Weathersby Castle</i>, Co-Director (Fall 2023); <i>Peter Peter Pumpkin-Eater</i>, Co-Director (Spring 2023)	New York, NY May 2023 – Present
Undergraduate Recruitment Committee, Columbia University Student Admissions Volunteer <ul style="list-style-type: none">Lead campus tours, speak on informational panels, and conduct prospective student interviews.	New York, NY Dec. 2021 – Present

ADDITIONAL PRODUCTIONS

CENTO	Director	Columbia University Performing Arts League
Unweaving the Core	Athena, Narcissus, Suitor	Columbia University Center for the Core Curriculum
The Morning Show Producer	Stage Manager	Chicago Public High School

SKILLS

Creative Software: Adobe (Premiere, After Effects, Photoshop), Final Cut Pro, Final Cut Express, iMovie
Productivity Software: Microsoft (Word, PowerPoint, Excel, Outlook), Apple Pages, Google Docs
Web: Facebook, Twitter, Drupal, Constant Contact, Hootsuite, HTML (basic)
Languages: Proficient in Spanish & French