

# Graham Harris

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New York, NY

## Summary

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Enthusiastic student familiar with data systems and marketing. Strengths include organization, independence, timeliness, and drive. Looking to build experience through new opportunities, especially in the fields of finance, computer science, and mathematics.

## Education

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**New York University, Courant Institute of Mathematical Sciences**  
Majoring in Mathematics / Minor in Computer Science and Italian

GPA: 3.7

## Experience

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- Intern** – *NYU Leslie Entrepreneurial Institute (E-Lab)*, New York NY 9/2019 – Present
- Responsible for check-in, general information, and safety.
  - Learned 3D printing and laser cutting procedures.
  - Attended and facilitated events, such as startup incubators and venture capital “pitchfests”.
- Brand Ambassador** – *Smorgasburg*, New York NY 4/2019 – 10/2019
- Responsible for direct sales and customer experience.
  - Worked with management on brand deals.
  - Assisted operations with ~8,000 visitors per day.
- Office Assistant** – *NYU Law Institute of Judicial Administration (IJA) and Labor Center*, New York NY 5/2019 – 8/2019
- Maintained correspondence, database, and payments.
- Social Media/Marketing Intern** – *Food Period*, New York NY 11/2018 – 6/2019
- Recorded Instagram data and planned social content for women’s health startup.
  - Created Food Period’s email marketing plan and email workflow along with co-founders.
  - Completed various tasks for average Instagram growth of ~300 followers/week.

## Clubs & Extracurriculars

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- Website Manager** - *Bite Club at NYU*, New York NY  
4/2019 – Present
- Participated in food-oriented event production and outreach to local restaurants.
  - Created SEO and Google Analytics/Search Console program for website.
  - Monitored website and metadata for bugs and performance issues.

- Puppy Raiser** - *The Seeing Eye*, Morristown NJ  
5/2016 – 8/2019
- Raised puppies for local guide dog program.

### Programming Languages:

- Java
- Python
- HTML/CSS

### Certifications:

New York State  
Bartending License

Last updated: 07/01/2020