

ISAAC REYNALDO

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EDUCATION

- 2015 - Present **Carleton College** Northfield, MN
B.A. in Cinema and Media Studies
-Men's Lacrosse, KRLX 88.1 FM, ASIA Club, Developer's Exchange
- 2017 - 2018 **School of International Liberal Studies** Tokyo, Japan
at Waseda University

WORK EXPERIENCE

- 2016 - Present **Carleton College, Information Technology Services** Northfield, MN
Technology Support Assistant
-Provided IT support to Carleton's faculty and students:
 -Administration for campus, Google, and Dropbox accounts
 -Hardware maintenance and repair for personal devices and campus assets
- Summer, 2016 **Carleton College, Summer Academic Programs** Northfield, MN
Summer, 2017 *Program and Community Assistant*
-Undertook data-entry and file management using Excel and Filemaker
-Responsible for high school students in the capacity of a camp counselor
-Coordinated fieldtrips and conferences using event planning skills
-Organized teams for time sensitive projects
-Utilized creativity for brochure design and promotional media
-Led English language immersion for Japanese college students
- Winter, 2016 **Feinmann, Inc.** Lexington, MA
Intern
-Accompanied firm owner on sales meetings
-Learned about architectural design process through guided shadowing
-Observed project managers in the office and on site visits
-Assisted PR team with social media outreach generating outreach

AWARDS

- Fall, 2015 **C.V. Starr Scholarship Recipient**

ADDITIONAL SKILLS

- Microsoft Office: Word, Excel, PowerPoint
- Adobe Creative Suite: Photoshop, Lightroom, InDesign, Premiere, Illustrator
- Programming Languages: Python, HTML, JS, CSS, Visual Basic
- Cinematography and Photography

References Available Upon Request