

ISAAC REYNALDO

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[\(608\) 445-7389](tel:6084457389)

EDUCATION

- 2015 - Present **Carleton College** **Northfield, MN**
B.A. in Cinema and Media Studies, Minor in Art History
-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

- Summer, 2018 **Carleton College, Office of Admissions** **Northfield, MN**
Summer Admissions Fellow
-Assisted with summer recruitment to increase aggregate applications
-Led tours and conducted interviews with prospective students
-Used data analysis to identify key regions for recruitment
- Winter, 2016 -
Summer, 2018 **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 &
Summer, 2017 **Carleton College, Summer Academic Programs** **Northfield, MN**
Program and Community Assistant
-Undertook data-entry and file management using Excel and Filemaker
-Responsible for high school students in the capacity as a camp counselor
-Utilized creativity for promotional materials

AWARDS

- Fall, 2015 **C.V. Starr Scholarship Recipient**
Spring, 2018 **Off-Campus Studies Photo Contest Winner**

ADDITIONAL SKILLS

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