

Jacob Williams

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EDUCATION

Dev Bootcamp

Full-Stack Web Development Immersion Program

New York, NY

December 2016

Major Coursework: Web App Development, Schema Design, Agile Team Workflow, Object-Oriented Programming Best Practices, Pitching and Presenting Projects

University of North Carolina at Chapel Hill

Bachelor of the Arts in Dramatic Art

Chapel Hill, NC

May 2012

Second Major in Communication Studies: Focus in Media Studies and Production

Major Coursework: Film/Media Production; Media History, Theory, and Criticism; Screenwriting; Narrative Production; Documentary Production; Audio Engineering; New Media Arts and Practical Applications

PROFESSIONAL EXPERIENCE

Bareburger, New York, NY

Server

June 2015 – September 2016

- Currently head server trainer. Focus on guaranteeing quality service while staying on top of menu and corporate knowledge.

BNP Paribas Investment Partners, New York, NY

Assistant Office Manager

July 2014 – June 2015

- Overseeing day-to-day upkeep of office and coordinating with administrative team, interfacing with vendors for office & pantry supplies. Covering reception when needed, organizing office meeting calendars and helping schedule interviews with human resources.

Lindsay Goldberg, LLC, New York, NY

Administrative Assistant

January 2014 – April 2014

- Primarily working with the tax division, doing data entry, compiling spreadsheets, double checking figures and tax forms. Temporary assignment.

Columbia University, New York, NY

Development Assistant

June 2013 – October 2013

- Conducting research for the Alumni Center database, administering updates to university donor database based on findings. Temporary assignment.

Temporary Staffing, New York, NY

Temping – Office Administrative and Information Technology

September 2012 – June 2015

- Reception, office/administrative tasks, travel planning, filing, data entry, light IT tasks.

Saturday Night Live, New York, NY

Writers Research Intern

September 2010 – December 2010

- Worked with research department at SNL, compiling clips for writers, covering writers' assistant's desk, distributing scripts on show night. Worked in control room to assist director during show.
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LEADERSHIP ACTIVITIES

Writer for *Pretty Boys*, UCB Theater Sketch Comedy Team

January 2016 – Present

- Manage rehearsal reports, scheduling, and producing of monthly show.

Director of Chapel Hill Players "CHiPs" Incubators, UNC-Chapel Hill

December 2012 – May 2012

- In charge of coaching and teaching newly inducted members of UNC-Chapel Hill's premiere improv troupe, CHiPs, and organizing opportunities for them to perform in the community.
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APPLICABLE SKILLS

- Mac OS & Windows, Microsoft Word (including mail merge) & Office Suite Proficiency overall, SQL, HTML 5 & CSS, JavaScript, Ruby, Python, Adobe Photoshop, GitHub, Agile Workflow