



Jacob Moose

Nationality: American **Date of birth:** 15/04/1997 **Gender:** Male

Phone number: (+1) 5857973968 **Phone number:** (+31) 0627975984

Email address: jacmoose21@gmail.com

ABOUT ME

I am a graduate of Calvin University and the Vrije University Amsterdam. Through my studies I have developed skills in literary criticism and theory, adaptation analysis, multi-tasking, organization, and more. I am currently enrolled in KU Leuven's Master's of Western Literature and have been accepted into the university's 2023-2024 Advanced Master's of Digital Humanities.

WORK EXPERIENCE

Literature and Society Peer Mentor (Amsterdam, NL)

Vrije University Amsterdam [01/12/2021 – 12/08/2022]

- Responsible for organizing events and outings for first year students of the Literature and Society bachelor program
- Provide peer support and mentorship for assignments, test and essay preparations, organizational habits, and more
- Create safe spaces for students to have open dialogue about life in Amsterdam and their experiences within the program

Account Representative (Michigan, U.S.A)

2/90 Sign Systems [04/08/2019 – 15/09/2021]

- Managed a variety of specialized accounts nationally; including regular customer communication, efficient and effective response to issues that arise, and internal problem solving with various members of the production team
- Reviewed laws and obligations regarding ADA compliance with customers to ensure a well-rounded understanding of what is required and address areas that might not be up to code
- Organized orders at every point in the order process; including creating schedules, obtaining quotes, working to get accurate designs, distributing sample requests, and constant communication to ensure the customer receives the desired product in a timely manner

Library Assistant (Michigan, U.S.A)

H. Henry Meeter Center for Calvin Studies [31/08/2018 – 16/05/2019]

- Responsible for organization of inventory and materials including rare books, magazines, and other items
- Ensured current scholars had access to Meeter Center resources and aid in accessing resources when necessary
- Offered welcoming and service assistance to visiting scholars and guests

Program Coordinator (Michigan, U.S.A)

H. Henry Meeter Center for Calvin Studies [18/05/2018 – 31/08/2018]

- Offered welcoming and introductory materials to new and visiting scholars
- Responsible for managing study grant funds and tracking expenses during the term
- Development of various marketing projects for the Center including custom invitations, posters, and other media
- Maintained and updated social media platforms (Twitter, Facebook, Instagram, Mailchimp, etc.) and the Center's website

EDUCATION AND TRAINING

Master of Western Literature

KU Leuven [26/09/2022 – Current]

Literature in a Visual Culture (Premaster)

Vrije University Amsterdam [01/09/2021 – 15/08/2022]

Final grade: 8.9/10

Bachelor of Arts

Calvin University [01/08/2015 – 16/05/2019]

Field(s) of study: (Primary Field) Religious Studies | (Secondary Field) Business

Final grade: GPA: 3.47 / 4.0