

## Monica Metcalf

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### EDUCATION:

**Clarkson University, Arts and Sciences, Class of 2017, 8 Clarkson Ave, Potsdam, NY, 13699**

Digital Arts and Sciences with minors in Math and Computer Science

**Ithaca College, School of Humanities and Sciences, 2013-2015 935 Danby Rd, Ithaca, NY, 1485**

Emerging Media with a concentration in Computer Science

### CLUBS PART OF:

**Eboard position: Inventory Manager of Clarkson Theatre company**

- Responsible for organizing and keeping track of props that we have stored

**Eboard position: Secretary for Interactive Digital Entertainment & Art (IDEA Club)**

- Takes notes during meetings, sends out emails to remind people of our meetings

**Singer in Golden Knots**

- Attends every meeting Monday and Wednesday and sings in the concerts

### EMPLOYMENT/VOLUNTEER:

**Intern, Skipso Labs, 39, Ludgate Hill, EC4M 7JN, City of London, UK**

Jan-May 2015

- Was a part in testing their online platforms to find bugs and make sure user interface was understandable
- Wrote documentation for the user interaction side of the code
- Was the main tester of a program that could potentially help the non-coders in the company to create test cases for fast, efficient testing of the platforms

**Web Designer, Naval Underwater Warfare Center (NUWC) Newport RI**

Summer 2016

- Worked with a team to update and redesign old webpages to make them more user friendly

**Sandwich Maker, Ithaca College Deli located on campus**

**935 Danby Rd, Ithaca, NY, 1485**

Fall - Spring  
2013 -2014

- Demonstrated strong time management while responsible for customer service in assembling orders

**Lifeguard, Tobey Pond, Norfolk CT (4 summers)**

**19 Maple Ave, Norfolk, CT, 06058**

- Constantly monitored surroundings to ensure the safety and well being of pedestrians on the beach 2011 -2015
- Ensure the area around the pond is clean, safe and up to par with the regulations/requirements of the state and American Red Cross Association

**Volunteer Camp Counselor, Silver Lake Conference Center**

**223 Low Rd, Sharon, CT, 06069**

Summer  
2013

- Monitored, communicated, and lead seven girls ages 9-11 for a week long sleep away summer camp
- Was responsible for the behavior, control, happiness and wellbeing of 20 children during the day

### SKILLS:

Programming in Python, Java and C++ (computer languages), Premiere, Social Media, PowerPoint and Keynote, Adobe Suite, After Effects, Harmony, Maya, general knowledge of creative productions.