

Shannon Livingstone

Objective

- Aiming to obtain a position utilizing my skills and capabilities to assist an organization in achieving its mission statement and learn valuable skills

Education

BACHELOR OF ARTS | EXPECTED MAY 2021 | BRANDEIS UNIVERSITY

- Major: Theater Arts
- Minor: Business
- Related coursework: Functions of the Capitalist Enterprise, Small Group Communication, Financial Accounting, Theater as Performance

Experience

DIGITAL COMMUNICATIONS ASSISTANT | BRANDEIS OFFICE OF COMMUNICATIONS | SUMMER 2019

- Worked on ensuring uploaded files to the Brandeis website were accessible by using Adobe Acrobat Pro
- Received CMS and Accessibility training

VIDEO PRODUCTION ASSISTANT | BRANDEIS INTERNATIONAL BUSINESS SCHOOL | SUMMER 2019

- Facilitated all stages of production by writing, filming, and editing (using Adobe Premiere Pro) a video meant to inform incoming students of resources available at IBS

SOCIAL MEDIA COORDINATOR AND MEDIA SPECIALIST | BITMAP | MARCH 2019 - PRESENT

- Create and publish content and posts to our Twitter, Instagram, and Facebook accounts. Content can include posters, videos, promotional text, and collaborative playlists

TEACHER APPRENTICESHIP | LEMBERG'S CHILDREN'S CENTER | OCTOBER 2017 – OCTOBER 2019

- Duties included, but not limited to, providing emotional and educational support to pre-school aged children, organizing and cleaning the classroom, and assisting the head teachers in caring for the children

TEAM LEAD | SKUNKWORKS | SPRING 2019

- Project leader of web development division of Skunkworks, worked on building a website from the ground up using HTML/CSS and the Bootstrap framework
- Worked in conjunction with administration and students, actively participated in group work, reported the operations director, and organized a meeting schedule

Skills & Professional Development

- Well-versed in Windows and Mac OS, Microsoft Suite, and Google Applications
- Proficient in Adobe Premiere Pro, Illustrator, and Acrobat