

# Jaclyn Olsen

New York, 10025

jaclynolsen11@gmail.com | (917) 828-6441

## PROFESSIONAL SUMMARY

Diplomatic, passionate, meticulous college student majoring in English. Thrived in various journalism roles. Excellent written and verbal communication skills. Effective listener and resourceful teammate.

## EXPERIENCE

**Sutton Place Social**, New York City

8/2022 – 9/2023

*Feature Writer*

- Conducted interviews on site to foster magazine relationships and enrich article quality
- Introduced economical multimedia content utilizing Public Domain resources
- Worked on image direction and proper copyright and printing permissions
- Created new opportunities for sponsors' exposure to readership
- Produced engaging content that honored privacy of clients and journalistic ethics

**Sutton Place Social**, New York City

9/2023 – present

*Contributing Writer*

- Supplemented occasional articles to continue serial content
- Quoted in recent Homes.com article on Sutton Place neighborhood

**Columbia Undergraduate Classics Journal**, Columbia University

3/2025 – present

*Design Editor*

- Provided fundamental artistic direction for layout and to artists
- Made advertisements for submissions

**Barnard/Columbia Ancient Drama Group**, Columbia University

1/2025 – 5/2025

*Assistant Prop Designer*

- Resourced historical props, 3D printed amphorae and other vessels

**Lenox Advisors**, New York City

5/2025 – 8/2025

*Sales Intern*

- Aided advisor in management of over 4000 clients
- Conducted outbound prospecting and cold calls to identify and qualify potential clients
- Maintained CRM systems with client data, call notes, meeting outcomes, and follow-up tasks
- Fostered meaningful client relationships through consistent communication
- Presented to executive board with marketing ideas drawing on internship experience

**First Things**, New York City

8/2025 – present

- Fact-checked articles for website and print issue
- Assisted event production and execution for annual Erasmus Lecture & Intellectual Retreat
- Digitized archival articles ensuring proper transcription and formatting

## SKILLS

Writing, Grammar, Interviewing, Multimedia Research, Content Development, Public Speaking, Client Relations, Adobe Creative Suite, Microsoft Office, Google Workspace, French, Planning, Notetaking, Information Synthesis, Bartending, Events

## EDUCATION

**B.A., English Literature**

9/2021 – 4/2026

Barnard College, Columbia University – Morningside Heights, NY

**High school diploma**

9/2021 – 4/2026

Ethical Culture Fieldston School – The Bronx, NY

