

Jaclyn Olsen
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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

Eighth Culture Fieldston School – The Bronx, NY

