

EDUCATION

University at Buffalo, The State University of New York, Buffalo, NYB.A., *cum laude*, Linguistics, June 2009 GPA: 3.81*Honors:* Dean's List (6 semesters); Phi Beta Kappa; National Society of Collegiate Scholars*Activities:* Golden Key International Honour Society; Club Ultimate Frisbee;
Honors College and Community Service Colloquium**EXPERIENCE**

HBO's "Funny or Die Presents", Los Angeles, CA*April – May 2010**Location Manager*

- Located and procured diverse settings for television production shoots for three directors.
- Conducted technical, financial, and legal research, and negotiated terms and prices for service contracts. Resolved daily shooting issues using diplomacy and financial incentives.
- Successfully kept budget on target

Adult Swim's "Childrens Hospital", Los Angeles, CA*Dec. – Mar. 2010**Line Producer's Assistant*

- Assisted with budget by pricing necessary items for day-to-day shooting operations.
- Managed location problems, layout board material, cast rooms and departmental offices
- Facilitated film shoot efficiency by working with assistant directors and production assistants to wrangle actors, cue background, and maintain quiet and safety on set

Principato-Young Entertainment, Beverly Hills, CA*Oct. – Dec. 2010**Talent Management Intern*

- Covered reception and manager's desks at PYE, a busy talent management/prodco
- Assisted the "West Wing" (comedy wing) of four managers by rolling calls, scheduling meetings and logging submissions
- Submitted breakdowns, mailed talent packages, updated client resumes and improved internet presences.
- Compiled expense reports.

Swim King Pools & Spas, Kingston, NY*Summers 2007, 2008, & 2009**Assistant Store Manager*

- Increased chemical sales by 15% despite difficult seasonal weather conditions
- Opened/closed store with over multi-million dollar inventory
- Provided excellent customer service in a high-pressure seasonal business via phone and in-store support
- Created promotional literature and merchandising signs
- Performed misc. office tasks—faxing, filing and computer hardware / software maintenance

University at Buffalo CIT Help Desk*Jan. – Nov. 2007**Help Desk Consultant*

- Provided technical support for students, faculty, administration for 40,000+ end users
- Team member of Call Center averaging 100 + calls/walk-in services per day
- Used BMC REMEDY to track user's problems and ensure resolution of every consultation
- Completed rigorous training tasks and supported:
Windows, Mac and Linux/Unix environments; Outlook and Microsoft Office Suite; password reset; network troubleshooting; webmail; IMAP/POP/SMTP; VPN; and virus/malware removal.

SKILLS AND INTERESTS

Languages: Conversational Spanish and French**Computer:** Typing: 80 WPM

Software and Hardware support for Windows 7, Vista and XP, Mac OS

Leopard and Tiger, and Linux Ubuntu – Enthusiast computer builder