

EDUCATION

- New York University, Tisch School of the Arts** December 2019
· M.A. Cinema Studies, Tisch School of the Arts Scholar, GPA 4.0
- Cornell University, College of Arts and Sciences** May 2016
· B.A. American Studies, *magna cum laude*

WORK EXPERIENCE

Bard College January 2020 - Present
Researcher
Compiled, reviewed, and culled primary source documents to be used in Ed Halter's course, "The Films of Andy Warhol."

Light Industry August 2019 - Present
Assistant, Part Time
Helps with A/V including film and digital projection for screenings. Handles administrative tasks and works evening/weekend events.

NYU Tisch School of the Arts, New York, NY August 2018 – December 2019
A/V Technician and Archives Assistant
Handled A/V including digital and 16mm film projection for courses and events in the Department of Cinema Studies; performed new equipment setup, troubleshooting, system updates, VHS to DVD transfer, 8mm/16mm film inspection and repair; cataloged and tracked circulation of media and equipment for the Film Study Center.

The Paley Center for Media August 2019 – December 2019
Curatorial Intern
Responsibilities included selecting, compiling, and tagging clips for public programming and social media, research for special collections and events funding, and contributing written content to the Paley Matters blog.

Lion Television/BRIC November 2018 – November 2019
Production Assistant
· Assisted production designer Christina Barth (Lion Television) during shooting of *Lies that Bind*, a true-crime series for Investigation Discovery.
· Assisted production designer Daniel Ornitz during shooting of Misha Calvert's webseries *All Hail Beth* for BRIC TV during fall 2018.

Quinn Emanuel, New York, NY January 2018 – August 2018
Litigation Paralegal
Cite checked, researched, and summarized discovery documents including patent materials; maintained case calendars; tracked electronic and physical documents; coordinated client meetings, depositions, discovery, and document production; drafted and proof-read memos and outlines.

Paul Weiss, New York, NY June 2016 – January 2017
Litigation Paralegal
Tracked electronic and physical documents; coordinated client meetings, depositions, discovery, and document production; drafted and proof-read memos and outlines; maintained case calendars.

Green Dragon Cafe, Ithaca, NY January 2013 – May 2016
Manager
Managed Cornell University Dining's only student-run coffee shop, employing 24 students. Dealt with customers daily and fielded all operational issues. Ordered and tracked stock, oversaw staffing and finances including POS system opening/closing and daily cash intake.

Center for Jewish History, New York, NY June – August 2014
Researcher and Teaching Assistant
Created and executed curriculum for a 2-week seminar on immigration history for area high school students. Introduced students to research methods using primary and secondary source materials from Center archives.

CAPABILITIES

- Proficient with AVID, Adobe Premiere, Photoshop, Lightroom, and InDesign.
- Experience using digital and analog cameras, including 35mm still and 16mm motion picture; experience projecting 8 and 16mm.
- Knowledge of basic signal flow for both A/V and control systems, both digital and analog; efficiently learns and adapts to new technologies and programs; skilled troubleshooter.