118 Eddy Street Email: sjn38@cornell.edu

Ithaca, NY 14850 Cell: 201-983-8010

EDUCATION

Cornell University, Ithaca, NY (Expected Graduation: May 2016)

College of Arts and Sciences; Dean's List; GPA: 3.9

B.A. English (concentration in Pop Culture Studies); B.A. Gender Studies

Northern Valley Regional High School, Demarest, NJ (Graduation: May 2012)

Graduated Summa Cum Laude; National Senior Honor Society, Norvalis Chapter

WORK EXPERIENCE

The Ellen DeGeneres Show, Production Intern, Los Angeles, CA (August 2015-January 2016)

- Rotate through the show's seven departments to learn the ins and outs of television production.
- Evolve leadership skills in a fast paced media environment.
- Assist executive producers and department heads with everyday research tasks and production runs.

Talent Usher, Environmental Media Awards, Burbank, CA (October 2015)

- Serve as a liaison between the talent at the award show and the show coordinators.
- Assist talent while preparing for show in the green room.
- Assist talent with transportation to and from the ceremony.

Knight Institute Writing Tutor, Cornell University (March 2014-Present)

- Assist undergraduate & graduate students at the Writing Walk-In Service.
- Discuss writing structures with students; evaluate reading and research materials, develop outlines for arguments & theses, work on stylistic & grammatical strategies.

Student Assistant, Human Resources Dept., Cornell University (Summer 2014)

- Liaison between Agriculture School and students seeking employment.
- Assisted students with application process; archived employee files for the University.

Usher, Schwartz Performing Arts Center, Cornell University (Summer 2014)

- Advertised events to the Ithaca community; organized outdoor concerts.
- Assisted with the indoor theater during performances.

Communication Intern, Cross Point Solutions, Fort Lee, NJ (Summer 2013)

- Updated and created website content and marketing materials.
- Conducted research on product & software solutions; used MS CRM software.

LEADERSHIP EXPERIENCE/SCHOOL ACTIVITIES

- Teaching Assistant, Intergroup Dialogue Project (EDUC 2610) (Fall 2014)
- Executive Board, Haven: The LGBTQ Student Union (2013 Present)
- Cornell University College of Arts & Sciences Ambassador (Present)
- Writer, The Cornell Progressive (2013 Present)
- faQ Online Hotline Mentor, Cornell University (2012 Present)
- Peer Educator on Gender and Sexuality, Cornell University (2013 Present)
- Orientation Leader, Cornell University (2013)
- English Club, Cornell University (2012 Present)

HONORS/AWARDS

- Cornell University Class of 2016 Outstanding Student Award (May 2014)
- TD Bank Achieve the Dream Scholarship (August 2012)
 NECTFL Excellence in Spanish Language Award (May 2012)

SKILLS/HOBBIES

- Fluent in Spanish
- Highly proficient in Microsoft Word, PowerPoint, and Excel