

# ALLISON SILBERBERG

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bit.ly/allisonsilberberg◆

## EDUCATION

- ◆Boston University College of Communication  
May 2018 - B.S. Film and Television - Magna Cum Laude  
Boston, Massachusetts
- ◆NYU Semester at Tisch School of the Arts  
Visiting Student in Film Program - Spring 2016  
New York, New York

## SUMMARY OF SKILLS

- ◆Microsoft Suite, Adobe Premiere, Avid Media  
Composer, Keynote, iMovie, Tumblr, Youtube
- ◆Intermediate Spanish
- ◆Teach English as a Foreign Language/Teaching  
English as a Second Language Certification

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## WORK EXPERIENCE

### THE DAILY SHOW WITH TREVOR NOAH

INTERN | JUNE 2017 - AUGUST 2017 | NEW YORK, NEW YORK

- ◆Assisted production team with field shoots
- ◆Worked with Audience Department to distribute tickets, audience check-in and audience load in and out
- ◆Maintained general office organization, performed reception duties, set up craft services and completed petty cash forms for purchases
- ◆Transcribed field footage, news tapes, interviews and loaded into data entry program Nesbit

### BOSTON BALLET COSTUME SHOP

VOLUNTEER | JANUARY 2018 - MAY 2018 | BOSTON, MASSACHUSETTS

- ◆Assisted Costume Shop Manager in constructing costume pieces and accessories
- ◆Completed basic sewing and garment modification tasks

### FINISH POST PRODUCTION

INTERN | JANUARY 2017 - MAY 2017 | BOSTON, MASSACHUSETTS

- ◆Maintained general organization within the office and assisted chief editors to ensure efficiency
- ◆Observed color correcting, editing and sound design in a professional environment

### NOIRE JEWELRY STUDIO

OWNER | JANUARY 2016 - PRESENT | NEW YORK, NEW YORK

- ◆Design and fabricate custom-made pieces & create company branded packaging, promotional material, and stationary
- ◆Develop social media strategy to market seasonal lines and reach a target audience of 5,000 instagram users through consumer research and key marketing trends, boosting engagement by 50%
- ◆Manage inventory, bookkeeping and provide 24 hour customer service to our growing customer base

### CLUB IVY

ENGLISH TEACHER | SEPTEMBER 2018 - JANUARY 2019 | MADRID, SPAIN

- ◆Researched and created lesson plans of various levels according to analysis of student needs
- ◆Demonstrated and enhanced communication skills through cross-cultural understanding

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## AFFILIATIONS

### DELTA KAPPA ALPHA PROFESSIONAL CINEMA FRATERNITY

NATIONAL COUNCILOR | JUNE 2018 - PRESENT

- ◆Oversees 22 chapters from various universities across the United States
- ◆Contributes to National Board of 8 members in bi-weekly meetings to improve national resources, assist with member expansion and retention, and decide yearly budgeting

PRESIDENT | MAY 2017 - MAY 2018

- ◆Led chapter of ~70 members to coordinate events, productions, recruitment and handle crisis management
- ◆Managed executive board of 7 members and worked with alumni advisors, campus administrators and national headquarters
- ◆Collaborated to plan multiple philanthropy events and raised over \$10,000 for our charity, SeriousFun Children's Network