

# ALLISON SILBERBERG

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## 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, InDesign, Avid Media Composer, Keynote, iMovie, Youtube
- ◆Intermediate Spanish
- ◆Teach English as a Foreign Language/Teaching English as a Second Language Certification

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## WORK EXPERIENCE

### MADAM SECRETARY

COSTUME DEPARTMENT PRODUCTION ASSISTANT | JULY 2019 - DECEMBER 2019 | NEW YORK, NEW YORK

- ◆Assists Costume Designer and Wardrobe team on set by styling and prepping costumes & accessories, maintaining inventory system and procuring all pertinent wardrobe items in a timely and organized manner
- ◆Coordinates and completes pick-ups and returns while building relations with suppliers
- ◆Handles office duties including filing with CASHet and managing asset inventory from the past 6 seasons

### JONES NEW YORK

STYLIST ASSISTANT | APRIL 2019 - AUGUST 2019 | NEW YORK, NEW YORK

- ◆Used market knowledge to source inspiration and reference photos, textiles, and color palettes to create storyboards for upcoming collections
- ◆Designed and Maintained display in showroom to promote brand awareness for clients
- ◆Assisted with model castings & fittings, preparation and execution of various photoshoots

### 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

### THE DAILY SHOW WITH TREVOR NOAH

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

- ◆Assisted production team with field shoots
- ◆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

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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

- ◆Managed executive board of 7 members, led chapter of ~70 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