

Olivia Namkoong

645 Baltic St. Brooklyn, NY 11217 | (518) 577-0333 | olivianamkoong@gmail.com

EDUCATION

Columbia University, New York, NY
Bachelor of Arts in Creative Writing

Expected Graduation May 2023

- GPA: 4.028 /4.00
- Relevant Coursework: Fiction seminars and workshops building skills to create and critique artistic work

PROFESSIONAL EXPERIENCE

Student Life Media Coordinator, Columbia University, New York, NY January 2023-May 2023

- Photograph and promote student events by running the Undergraduate Student Life Instagram account
- Create informational videos for student groups on topics such as submitting a purchase request

Communications Coordinator, Columbia University, New York, NY March 2022-September 2022

- Designed the visual identity of the 2022 New Student Orientation Program
- Created original videos to welcome new students to campus and document the orientation program

Development Intern, Jigsaw Productions, New York, NY/Hybrid March 2022-June 2022

- Provided thorough research briefs on relevant topics relating to current projects in development
- Pitched submitted ideas for unscripted content to producers on a weekly basis
- Wrote in-depth coverage on unscripted media including podcasts, biographies, and web shows
- Developed, curated and pitched original ideas for unscripted series and features to executives

Tracking Intern, Cinetic Media, New York, NY/Virtual May 2021-August 2021

- Compiled and sent daily trades emails with reports from 5 major film news sources to entire office
- Updated, organized, and maintained master database of 10,000 films in various stages of production
- Wrote coverage—through a sales lens—on a diverse set of feature films, primarily in rough-cut stages
- Managed email inbox for all interns in tracking department

Producer, *Waiting for Godot*, Pale Fire Theater, New York, NY August 2022-December 2022

- Coordinated preproduction logistics such as acquiring rights, insurance, and theater and rehearsal space
- Oversaw all advertisement, and maintained detailed budget
- Worked front of house during performances and photographed production for company archives

LEADERSHIP

President, Ferris Reel Film Society, New York, NY September 2021-May 2023

- Participating Member of Film Society since September 2019
- Organize all elements of free film screenings on campus including purchasing film rights and corresponding with administration
- Run Ferris Reel social media including video campaigns, monthly streamable movie lists, and event promotion

Committee Member, Columbia's New Student Orientation Program, New York, NY March 2022-September 2022

- Create and plan all activities for the week-long orientation program
- Collaborate with a group of 9 students to present a cohesive event schedule
- Manage and direct over 200 student orientation leaders throughout orientation week

SKILLS

Writing: Fiction writing, screenwriting, dramatic writing
Design: Adobe Suite: graphic design, video editing, audio editing, photo editing
Computer: Microsoft Office, Airtable, Google Drive, Zoom
Fine Art: Silkscreen, photography, drawing, painting