

Dena Goldberg

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Education

Barnard College, Columbia University, New York, New York
Bachelor of Arts Expected May, 2003
Major: Psychology **Minors:** History and Environmental Science
GPA: 3.6

Biosphere 2, Columbia University, Oracle, Arizona
Deserts of the Southwest, Summer Program 2002

Honors

- Dean's List, 2000-Present
- Junior Marshall
- Barnard Student Government Excellence in Leadership Award 2002
- Barnard Student Government Excellence in Leadership Award 2001

Experience

January 2003-Present **New Yorker Films** – Theatrical, Marketing, and Publicity Intern New York, NY

- Create databases, organize film material, file and package press kits

Fall 2001-Present **Barnard College Office of Residential Life** – Resident Assistant New York, NY

- Provide peer counseling for over 40 residents, Trained in problem solving skills for crisis management situations
- Foster community environment emphasizing diversity
- Serve on duty for over 1000 undergraduates, respond to medical emergencies, supervise fire safety, oversee hall services

January 2002- May 2002 **The Luedtke Agency** – Theatrical Intern New York, NY

- Called clients, took appointments, confirmed auditions, pulled head shots, talked to clients, delivered packages, attended workshop productions, worked on pushes, updated database
- Updated computer programs, installed software, troubleshot technical problems

Summer 2001 **Ogilvy and Mather Advertising** – Accounts Intern New York, NY

- Researched and presented competitive advertising and information
- Prepared reports, updated information, attended planning meetings

Summer 1999 & 2000 **Breezmont Day Camp** - Camp Counselor Armonk, NY

- Organized group activities, taught swimming, soccer, basketball, art and video.
- Organized bus route, managed bus driver.

Summer 2000-Winter 2000 **Abrams Artists Agency** – Theatrical and Commercial Intern New York, NY

- Pulled headshots/resumes, filed contracts, copied scripts, entered data, typed up resumes and casting/audition information,
- Answered & screened phone calls, delivered scripts, copied demo tapes, helped put people on tape, called clients for various information.

Volunteer

Fall 2001 **Children's Defense Fund** - Children's Advocacy New York, NY

- Prepared presentation on 'Act to Leave No Child Behind' and children's health coverage

Winter 2000- 2001 **George Trescher Associates** - Event Planning and Management New York, NY

- Coordinated setup and provided guest management for Cultural Events such as book awards and show opening nights

Activities

Fall 2002-Present **Student Government Association**

- Community Affairs Representative
- Spirit Day Committee Chair

Fall 2002- Present **Barnard College Theatre Club**

- Co-President and Founder

Fall 1999-Present **Barnard-Columbia Chorus**

- Board Member

Winter 2001-Present **McIntosh Activities Council**

- Treasurer (through spring 2002)
- Executive Board Member of Largest Student Organization on Campus

Fall 2000- Spring 2001 **Barnard College Theater Dept**

- Ran sound for guest performances and senior thesis festival

Skills

- Microsoft Office, Lotus Smartsuite, Word Perfect, File Maker Pro, HTML, knowledge of both PC and Apple Operating Systems
- Strong Verbal and Communication Skills
- Certified "Leave No Trace" camping trainer