

ALEXANDER CALAN LEAVITT

Resume

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EDUCATION

Boston University College of Arts & Sciences, Boston, MA Class of 2009
Bachelor of Arts in English Language & Literature; minor concentration in Japanese Magna Cum Laude
Boston University Dean's List Fall 2005, Fall 2006, Spring 2007, Fall 2007, Fall 2008 semesters
Kyoto Consortium for Japanese Studies, Kyoto University, Kyoto, Japan Fall 2008

LEADERSHIP EXPERIENCE

Boston University Stage Troupe, Boston University 2005 - present
Technical Director (& Director, Set Designer, Master Carpenter, Build/Run Crew, Actor)
- Conducted student crews & established interfaced with directors/technicians in technical theater productions

Students for Free Culture, Boston University, Harvard University, MIT 2008 - present
Vice President
- Organized projects & coordinated events for Boston University chapter of Students for Free Culture
- Acted as intermediary between local chapter & University faculty/administration/student body

Asian Studies Initiative at Boston University, Boston University 2008 - 2009
Vice President
- Coordinated events; maintained contact with faculty & Boston University Center for Study of Asia

Boston University Lindy Kats 2006 - 2009
Vice President
- Coordinated events with campus & Boston dance community; maintained contact list for organization
- Taught beginner & intermediate dance lessons

Harvard-Radcliffe Summer Theater, American Repertory Theater, Harvard University 2007 - 2008
Assistant Technical Director (& Build/Run Crew)
- Managed student crews & ensured safety throughout technical theater productions

Video Game Society & DDR Club, Boston University 2005 - 2007
Secretary
- Coordinated events; maintained contact list

Boston College High School National Honors Society, Boston College High School 2003 - 2005
Student Tutor
- Tutored high school students on need-to-learn basis in Sciences, Mathematics, English, & French

WORK EXPERIENCE

- Wild Honey Media**, Cambridge, MA 2009 – present
Social Media Consultant & Researcher
- Provide multiple clients with analysis & design concepts for Web marketing & feature development projects
- Berkman Center for Internet & Society, Harvard University**, Cambridge, MA 2009
Intern & Research Assistant, Digital Natives Project
- Coordinated, designed, & produced visual media & written projects for “Born Digital” book publication program
- Kyoto Consortium for Japanese Studies**, Kyoto University, Kyoto, Japan 2008
Technological & Educational Resources Manager
- Compiled Internet-based educational resources & created/edited podcasts for Japanese language department
- Houghton Mifflin Harcourt Publishers**, Boston, MA 2008
Internet Resources, Design, & Marketing Intern
- Managed summer marketing projects & designed web resource interfaces for national campaign
- Boston University College of Fine Arts Information Technology Office**, Boston, MA 2007 - 2008
Student Technology Consultant
- Provided technology & media-related consultation for 200+ faculty/staff & 1700+ students
- Supplied troubleshooting support for hardware & software issues via intranet network
- Boston University Modern Foreign Languages Department**, Boston, MA 2007 - 2009
Administrative Assistant
- Resolved departmental & technological queries from administrators, faculty, students, & visitors
- Sorted & delivered daily mail & messages to approx. 160 faculty & staff
- Assisted in preparation of various events including seminars, lectures, and Commencement
- Harvard University Houghton Library**, Cambridge, MA 2007 - 2008
Technical Department Services Assistant
- Documented, catalogued, preserved, & archived in detail manuscripts/documents/book plates
- Unigo**, www.unigo.com 2008
Production Intern
- Produced written & video content for collegiate website
- Boston University Daniels Hall Office of Residence Life**, Boston, MA 2006 - 2007
Administrative Assistant
- Resolved walk-in & phoned questions/concerns/requests from administrators, RAs, students, & parents
- William Lawrence Camp**, Center Tuftonboro, NH 2003 - 2006
Senior Counselor & Cabin Leader
- Lived with & ensuring safety of approx. 200 adolescent boys (ages 6 to 16) over 8-week sessions each summer
Assistant Head Archery Instructor
- Organized & supervised archery range/equipment; taught advanced archery classes; coordinated competitions

WORK EXPERIENCE, cont.

Alan W. Leavitt Jewelers, Boston, MA

1998 - 2002

Jewelry Manufacturer

- Produced & crafted model pieces of jewelry for precious metal manufacturing; designed own jewelry prototypes

Administrative & Customer Assistant

- Interfaced with customers; composed & filed business, billing, & payroll documents
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FOREIGN LANGUAGE SKILLS

- Conversant & literate in French
 - High intermediate skills in written & spoken Japanese
 - Elementary skills in Mandarin Chinese
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TECHNICAL SKILLS

- Proficient in Macintosh & Windows environments
 - Proficient in graphic design & Adobe Photoshop suite & experience with Macromedia Flash
 - Proficient in HTML/CSS & intermediate website design; Macromedia Dreamweaver
 - Intermediate skills in video & audio recording; Final Cut Pro, podcasting
 - Proficient in Microsoft Office suite & word processing/editing
 - Typing speed approx. 105 WPM
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CERTIFICATIONS

- American Red Cross Waterfront Lifeguard, American Red Cross CPR & First Aid
- National Archery Association Level 1 Archery Instructor
- TIPS Bartender