

ANDREW LINTHWAITE

152-18 135th Ave, Jamaica, NY 11434 • 631-512-3083 • andrewlinthwaite@gmail.com

OBJECTIVE

A position within the field of history in order to demonstrate and balance my multifaceted set of skills

EDUCATION

- Bachelor of Arts**, Pace University, Pleasantville, NY 2010 – 2014
- Major in History
 - Minor in Political Science
 - Major GPA: 3.7
 - Minor GPA: 3.7
 - Magna Cum Laude
 - Pforzheimer's Honors College
 - Deans List
 - Thesis: "The Right Man at the Wrong Time: A Defense of Lyndon Baines Johnson as President"

WORK EXPERIENCE

- Pace University**, Pleasantville, NY
Academic Technology Assistant 2012 - 2014
- Lead hands-on classroom workshops on various instructional technology tools, in addition to working with faculty, students, and staff one-on-one
 - Manage and respond to requests and questions through the university's online help desk
 - Designed intricate images and posters for various informational advertisements
 - Develop content for departmental blog and social media platforms
- Web Editor for "The Pace Chronicle" Newspaper 2013 - 2014
- Collaborated with team members across the organization to theorize and produce methods for the site's overall growth
 - Performed weekly updates on affiliated websites in order to retain public interest
 - Designed and modified website layout for greater user intuitiveness
- Student Assistant for FACES Program 2014
- Instructed assigned professor's students the techniques of incorporated software
 - Supervised the development of individual student projects over the semester
 - Served as a clear and effective tool for various questions and concerns

HONORS AND ACTIVITIES

- Ignatz and Clara Buchsbaum Academic Achievement Award
- YES Team Award
- Student Representative in the Faculty Search Committee for Prospective History Professor
- The Pace Chronicle: Web Editor, Distribution Manager
- Alpha Chi Epsilon Fraternity: President, Vice-President, Historian, Recording Secretary, Treasurer, Co-Event Chair

SKILLS

Management

- Coordinated the development and execution of university-wide events
- Archived and categorized years of organization's data into a superior means of classification
- Regulated the proper means of disbursement of official University newspapers throughout several campus buildings and dormitories

Team Orientation

- Recognized the unique abilities of fellow staff members in order to efficiently accomplish office goals
- Compromised on competing ideologies and interests in favor of satisfying universal expectations

Technical

- Software: Microsoft Office (Excel, Word, Publisher, PowerPoint, Lync, Outlook), Adobe Photoshop, Adobe InDesign, Macromedia Dreamweaver, Wordpress
- Operating Systems: Windows (XP, Vista, 7 and 8), Mac OSX