

Benjamin R. Sullivan

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EDUCATION

Georgetown University, *Georgetown College*

- BA in Classical Studies; Minor in Chemistry
- **Cumulative GPA:** 3.4/4.0

Washington, D.C.

Graduated May 2019

EXPERIENCE

Smithsonian Institution National Museum of Natural History

Administrative Assistant for the Assistant Director of Science (Contractor)

- Helped manage the schedule for the Head of the Academic Resources Center, allowing time to meet with over 400 interns and fellows for onboarding orientation and exit meetings
- Provided one-on-one assistance to museum staff for successful registration and renewal of academic appointees
- Responded to emails sent to the office resource account, guiding both internal and external inquiries to best assist the mission of the office and its clientele
- Coordinated extensive and complex record keeping projects for intern operations and staff publications

Washington, D.C.

April 2019 – Present

United States Department of Agriculture - Systematic Entomology Laboratory

Internship Coordinator (Contractor)

- Conducted interviews of prospective high school, college, and graduate level interns and provided placement for them with research scientists within the Entomology Department at the Smithsonian National Museum of Natural History
- Handled recruitment, registration, and onboarding of interns, managing all paperwork and data to ensure proper record keeping, as well as coordinated intern schedules with research staff and the department collections manager

Washington, D.C.

September 2018 – Present

Freelance Designer and Production Assistant

Lighting, Projections, and Sound Design

- Employed part-time by Optimum Audio (February 2019 – Present) as an assistant designer and stagehand to efficiently handle the needs of clients in a fast-paced environment and provide audio/visual aid for a variety of events, including but not limited to live performances, lectures, and televised discussions
- Provided lighting, projections, and sound design for productions with numerous performing arts groups in D.C. (Spooky Action Theater, Keegan Theatre, WSC Avant Bard) and in Pennsylvania (Theatre at the Grove, Music Box Playhouse)

Washington, D.C.

July 2016 – Present

Georgetown University Office of Residential Living

Resident Assistant, First Year Residence Hall

- Responded to resident needs through conflict mediation, crisis response, and serving as a confidential resource and mentor
- Planned and executed regular programming for 55 first-year students to foster educational, communal, and personal growth, including conversations with faculty, weekly baking sessions, and maintenance of informational bulletin boards
- Scheduled on-duty rotation for a team of 8 RAs and helped plan meetings and enrichment activities for team members

Washington, D.C.

August 2016 – May 2019

Commission on Economic Opportunity

Health and Nutrition Intern

- Served local communities at a non-profit by delivering free meals to low-income children in parks and schools
- Provided educational opportunities on the importance of nutrition and exercise to maintaining health and well-being
- Supervised a day camp for inner-city children aged 5-14, organizing activities with a focus on exercise and nutrition

Wilkes-Barre, PA

Summer 2016

LEADERSHIP

Mask & Bauble Dramatic Society

Club Technical Director, Producer, Designer, Actor

- Oversaw all technical projects for the club and shows, providing maintenance and upkeep of club spaces, including installation of a new floor and establishment of a general inventory, and mentored show technical directors and designers
- Coordinated all aspects of a musical including show selection, hiring of production staff, design implementation and deadlines, scheduling, publicity and outreach efforts, ticket sales, and personally managing a \$15,000 production budget

Washington, D.C.

September 2015 – May 2019

Georgetown University Performing Arts Advisory Council

Note-Taking Secretary and Theatre Representative

- Provided oversight to 23 music, theatre, and dance ensembles at Georgetown University, determining how best to allocate funding between groups with competing interests
- Kept detailed minutes of all council meetings to track decision-making and to ensure the upkeep of precedent

Washington, D.C.

May 2018 – May 2019

Georgetown University Resident Assistant Council

Senior Representative

- Advocated for over 120 resident assistants to campus leadership in order to create better working conditions, including more comprehensive meal plans and exploring ways to create a more equitable compensation package for student staff

Washington, D.C.

September 2018 – May 2019

SKILLS & INTERESTS

Language Skills: Intermediate Latin, Basic Ancient Greek

Technical Skills: Proficient in Microsoft Office; extensive experience conducting research using various scholarly databases; working knowledge of Adobe Creative Suite software; professional understanding of audio/visual technologies

Interests: Environmental justice, education, community engagement, civil rights reform, performing arts, coffee, music