

# Lauren Kent

Prince Street Station  
PO Box 489  
New York, NY 10012  
lauren.kent@gmail.com

---

## education

**New York University**, Gallatin School of Individualized Study, New York, NY

Attended September 2000 – May 2005

Concentrations: computer science, molecular biology and gender studies

Relevant coursework includes Applied Web Technologies, Digital New Media, Database and Web Programming, Introduction to Java, Data Structures, Black-and-White Photography

Grade point average: 3.0

Albert Gallatin Scholar

## experience

**The Witching Hour – HP Education Fanon**, Salem, MA

*Technology Team Member*

*November 2003 – present*

Designing and implementing witchinghour.org, the website for a volunteer-organized Harry Potter symposium to be held in October 2005, using XHTML, PHP, JavaScript, and MySQL to create page templates and database-driven registration forms; maintaining content and updating website with time-appropriate enhancements; planning audiovisual setups for presentations, panel discussions, and special events

**Media Services – NYU Stern School of Business**, New York, NY

*Media Assistant*

*September 2002 – August 2005*

Installed and uninstalled audiovisual equipment for classes and special events; prepared and encoded class videos recorded via closed-circuit television system (CATV); diagnosed and corrected faculty equipment malfunctions via telephone and in person; performed maintenance and inventories on media hardware

**Byron Crystal Casting**, New York, NY

*Casting Assistant Internship*

*September 2003 – May 2004*

Assisted primary casting staff in locating, contacting, and scheduling on-set arrivals of background actors and stand-ins for commercials, television shows, and films; coordinated onsite with the wardrobe, hair, makeup, and directing departments to prepare actors for shooting, while also ensuring that Screen Actors Guild union policies were followed; processed high-volume mail and updated actor headshots and profile information in a 50,000-record filing system

**Client Services – NYU Bobst Library**, New York, NY

*Desktop Support Technician*

*September 2000 – September 2002*

Received troubleshooting calls from library staff and monitored functionality of public computers; repaired hardware and network problems when they occurred; set up public computer labs for use by students and alumni; provided customer service and basic technical support for Mac and PC users

## computer skills

Operating systems: Windows 95/98/2000/XP, Mac OS X, Red Hat Linux

Software: Adobe Photoshop CS, Microsoft Office XP (including Access), Adobe ImageReady CS, Adobe Acrobat Professional 7.0, Mozilla Firefox 1.0.4, Filezilla, WinZip 9.0, Movable Type 3.16, Quickbooks

Languages: HTML 4.01, XHTML 1.0, PHP 4.3.9, JavaScript 1.2, CSS 2.1, MySQL 4.0.22, Java 2, XML 1.1, Java servlets 2.4, JSP 2.0, JDBC 1.0, Perl 5.8.1

Typing: 88 wpm

## activities and leadership

Three years in NYU's Albert Gallatin Scholars; technical and organizational work for three movie release-based fundraising events benefiting UNICEF, the Starlight Starbright Children's Foundation, and the Damian Corrente Memorial Youth Foundation; two online businesses offering custom-made accessories and handknitting patterns