

# Leigh Renken

NEW YORK, NY | BOULDER, CO

## SKILLS

De-Escalation/Crisis Management

Microsoft Office

Google Suite

Customer Service

Solution-Oriented

Skilled Collaborator

Data Analysis

Highly Adaptive

Performance/Acting

Organizational Skills

Advanced Writing

Office Administration

Cross-Functional Communication

Management

Critical Thinking

Music Studio Producing (Beginner | Ableton Live)

## AWARDS

DKA Cinematic Society

NYU Tisch Dean's List

Seal of Biliteracy (English/Spanish)

AP Scholar Honor Award

Colorado All-State Choir Acceptances 2021/2022

National Honor Society

## LANGUAGES

English

Spanish (Intermediate)

## HOBBIES

Theatre | Choir | Singing

Songwriting | Gen. Music

Dance Training | Writing

Avid Reader | Sewing

Visual Art | Running

Writing (Screen/Stage)

## EDUCATION

**New York University — Tisch School of the Arts | New York City, NY**

BFA ACTING and DRAMA (STELLA ADLER STUDIO of ACTING) and PSYCHOLOGY MINOR | 3.6 GPA

**Fairview High School | Boulder, CO**

GRADUATED CUM LAUDE with HONORS MAY 2022 | 4.6 GPA WT.

## RELEVANT WORK EXPERIENCE

**Office Assistant — New York University Residence Halls | New York, NY**

SEPTEMBER 2022 - MAY 2023 | SEPTEMBER 2023 - MAY 2024 | AUGUST 2024 - CURRENT SPRING 2025

NYU's CARLYLE COURT, BROOME, and GREENWICH RESIDENCE HALL RESOURCE CENTERS

I manage the Resource Centers, process packages and items, and file administrative paperwork.

**Assistant Manager/Line Cook — Deep End Restaurant at Boulder Country Club**

JUNE 5, 2023 - AUGUST 23, 2023 | MAY 2024 - AUGUST 2024 | BOULDER, CO

Responsible for communication, food preparation, and safety to ensure the best dining experience.

**Customer Service Representative — Morton's Organic Orchards | Longmont, CO**

SUMMERS 2019 - 2023 (SEASONAL POSITION) | MAY 2024 - AUGUST 2024 | SALES AND CUSTOMER SERVICE

I have managed several seasonal Morton's Farmer's Markets (customer service/sales/set-up).

## LEADERSHIP EXPERIENCE

**Pledge Education Officer — Delta Kappa Alpha Cinematic Society — NYU Tisch**

SPRING and FALL 2024 SEMESTERS | NEW YORK, NY | NATIONAL PROFESSIONAL FILM-CENTERED SOCIETY

Responsible for educating upcoming associates and organizing the associate preparation process.

## PRODUCTION EXPERIENCE | PERFORMANCE RESUME AVAILABLE UPON REQUEST

**Performer — Stella Adler Studio of Acting | NYU Tisch | New York, NY**

*Top Girls*— DULL GRET/ANGIE

FULLY PRODUCED STAGE PRODUCTION (5.2025)

*Julius Caesar* — OCTAVIUS/FLAVIUS/LUCIUS

FULLY PRODUCED STAGE PRODUCTION (12.2024)

**Friends with Dads Sketch and Variety Comedy Shows — NYU Tisch | New York, NY**

ACADEMIC YEARS 2022 - 2023 / 2023 - 2024 / 2024 - 2025 | STUDENT-WRITTEN/DIRECTED/RUN COMEDY PRODUCTIONS

Comedy writing, performance, and directing. Box office, venue communication, marketing, and promotion.

**Production Assistant Director — Center Stage Theatre Company | Louisville, CO**

JUNE 3, 2019 - JUNE 14, 2019 | JANUARY 2019 - APRIL 2019 | PAID PRODUCTION EXPERIENCE

Assistant director, counselor, and stage manager of two stage productions for elementary school actors.

**Performer — Fairview High School | Shakespeare's *A Midsummer Night's Dream***

PERFORMED AS HELENA in the FULLY PRODUCED STAGE PRODUCTION | DECEMBER 2021 - MARCH 2022

**Performer — Center Stage Theatre Company | Louisville, CO**

*The Theory of Relativity* — MIRA (LEAD)

FULLY PRODUCED STAGE PRODUCTION (5.2021)

*She Kills Monsters* — AGNES EVANS (LEAD)

FULLY PRODUCED FILM PRODUCTION (11.2020)

## OUTSIDE INTERESTS

**National Honor Society | Net Zero | Excalibur and Age of Guinevere Vocal Jazz Ensembles**

AUGUST 2020 - MAY 2022 | FAIRVIEW HIGH SCHOOL STUDENT LEADERSHIP | BOULDER, CO

Volunteering and community service | Student Environmental Action and Legislation | Vocal Jazz Performance