Caldwell Butler

525 South State Street Chicago, IL 60605 (814) 977-3633 caldwell.butler@loop.colum.edu

January 12, 2016

Hello, my name is Caldwell Butler. I am currently looking for summer internships in Los Angeles, and am very interested in working with your company.

I graduated high school from Mercersburg Academy in the Class of 2014, and am currently entering the second semester of my sophomore year at Columbia College Chicago in the Cinema Arts + Science program with a Fiction Writing minor. I have spent the past year-and-a-half at Columbia studying as many aspects of the film industry as I can, and have taken great interest in directing, writing, props handling, cinematography, production, editing, and development. Thus far, I have worked on nine student films during my time at Columbia in positions such as Art PA, Graphic Designer and Props Master.

My resume is attached with a listing of my previous work experience and accomplishments to date. I will be in Los Angeles available for face-to-face interviews from Monday, January 18th through Thursday, January 21st. Afterward I am available via phone, email and Skype. Please contact me any time, I look forward to hearing from you.

Sincerely,

Caldwell Butler (814) 977-3633

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School Address:

University Center 525 South State Street Chicago, IL 60605

Home Address:

12560 Licking Creek Court Mercersburg, PA 17236

Education:

Bachelor's of Fine Arts in Cinema Art/Science Columbia College Chicago, Graduation date: June 2018 Current GPA: 3.764/4.0

Mercersburg Academy High School, Graduated May 2014 Mercersburg, PA, GPA: 3.7/4.0

Work Experience:

First Data Transactions

Paid intern, editor Summer 2015

- Hagerstown, MD
 - One of ten interns assigned to transfer call center call scripts into a new computer system
 - Edited call center scripts to simplify overly complex sentences and procedures, as well as proofread for spelling and grammatical errors

Whitetail Ski Resort

Cashier, ticket desk

Winter 2014

Mercersburg, PA

- Sold ski lift ticket and rental equipment packages at the ski and snow tubing desks
- Handled customer service questions and problems for retail customers

Mercersburg Summer Sessions

Photographer, website/blog management, media team assistant Summer 2014

Mercersburg, PA

- One of four members of the Mercersburg Summer Camp Media Team
- Photographed summer camp activities, posted images to camp's website, and wrote a consistant stream of posts on camp's blog for parent viewing

Hess Produce

Cashier, retail

Summer 2012

Chambersburg, PA

- Assisted in the operation and management of a retail produce stand
- Became proficient in retail skills such as product placement, sales, advertising, and customer service

Involvement:

HIGH SCHOOL

- Honor roll during all three trimesters of high school senior year
- Videographer for high school sports Media Team
- High school drama department for four years
- Acted in eight high school productions (lead roles in two)
- Member of theater Tech Crew for all three trimesters of high school freshman year
- Reporter for high school newspaper

COLLEGE

- Worked as a Personal Assistant on three student films during Fall 2014-15 semester
- Served as Props Master on student films *Setting Son* during Winter 2014-15 semester and *The Busker* during the Fall 2015 semester
- Handled props on the student films Amerikka, The Eighth Hour and Setting Son during Spring 2015 semester, and on the student graduate thesis Girls Are the Worst during the Fall 2016 semester
- Assisted in student film work such as set construction, accumulating over 40 hours of work in addition to normal duties
- Graphic designer for numerous student films

Skills:

- Versatile in both Adobe Illustrator and Photoshop
- Proficient in writing for novels, short stories, screenplays, newspaper articles, blogs, and websites
- Experienced in basic- to intermediate-level stage tech construction and independent props design
- Knowledgeable in retail, store operation and customer service
- Fluent in Social Media, i.e. Facebook, Twitter, Instagram

Awards

- Received the 4 year Columbia College Chicago Recognition Award Scholarship
- Received the Arlen & Elaine Cohen Rubin Scholarship in the Arts from Columbia College Chicago for the 2015-16 school year
- Received the Meriom Scholarship to attend the Summer 2015 Session of Adventures of the Mind
- Received a scholarship for summer precollege programs at University of North Carolina School of the Arts Summer Film Intensive from the Anthony Quinn Foundation in 2012