

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

Caldwell Butler

Caldwell.butler@loop.colum.edu

(814)-977-3633

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 consistent 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 *Amerikkka*, *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