

Jess Swift

1424 Catharine Street, Apt D, Philadelphia, PA 19146
| 215-892-2454 | itsjswift@gmail.com

Education

University of the Arts–Philadelphia, PA

Bachelor of Science in Music Business, Entrepreneurship & Technology (MBET), Dec. 2017

Honors/Awards: Dean’s List, Trustee Award, Dean’s Award, MBET Service to the University
2018, Rumble Award 2018

Senior Project: *en•pathos* - Curated an exhibit and produced binaural sound to accompany visual art pieces in order to elicit specific emotions from visitors to the gallery space.

Work Experience

Office Production Assistant, FK Productions; Philadelphia, PA — September 2018–March 2019

- Files paperwork, make calls and completes other designated tasks
- Acts as a runner when necessary and assists on installs when needed
- Trusted with sensitive information

Temporary Administrative Assistant for the School of Music, University of the Arts;
Philadelphia, PA — April 2018–June 2018

- Answer phones and emails
- Maintain schedules for practice rooms
- Maintain schedule for Director of the School of Music, update Director and help him stay organized
- Distribute visitor passes and room requests

Intern/Contributing Writer, Hooke Audio; Philadelphia, PA— January 2018–September 2018

- Researched and wrote topics about binaural audio, microphones, and topics relevant to all things 3D audio for online blog
- Promoted from Intern in May to Contributing Writer
- Researches and writes blog posts, maintains online blog on a more committed basis

Senior Work Study, Student Financial Services at the University of the Arts; Philadelphia, PA —
September 2014–Dec. 2017

- Employed for entire undergraduate career
- Filed paperwork, answered phones and emails, conversed with parents and students, handled student accounts and confidential information
- First point of contact for the office
- Trusted with high level of responsibility and sensitive information
- Promoted to Senior Work Study in August 2016

Intern to Jennifer Logue, Philadelphia Features Editor, Metro Philly; Philadelphia, PA —
Summer 2016

- Researched topics and wrote articles for the paper
- Pieces were published in print and online
- Pieces and photographs were featured in the *DNC Guide to Philly*

Jess Swift

1424 Catharine Street, Apt D, Philadelphia, PA 19146
| 215-892-2454 | itsjswift@gmail.com

Artistic Experience

Sound Engineer, The Round Table with *Things Millennials Make*; Philadelphia, PA —2018

- A series that discusses a variety of issues with four young individuals, to be released throughout the year
- Topics covered include toxic masculinity, desexualizing the female body, political correctness, social media and technology, and millennials

Production Assistant/Recording Engineer, The Five Sands; Philadelphia, PA — 2018

- The Five Sands is an independent film company that focuses on workshopping and curating new screenplays
- Worked on *I Just Wanna Find Home* and *Duck Hunt*.

Assistant Technician, Free Library of Philadelphia; Philadelphia, PA — Sept. 2017–Dec. 2017

- Worked under Monument Lab, a public art and history project produced by Mural Arts Philadelphia
- Responsible for setting up and taking down Emeka Ogboh's *Logan Squared: Ode to Philly* exhibit at the Free Library every Sunday, from September 24th to November 19th
- Handled equipment prep, set up, breaking it down, answering questions about project and organization

Ladies of Service, University of the Arts; Philadelphia, PA — Jan. 2016–Dec. 2017

- Community service group dedicated to doing good in and around the greater Philadelphia area
- Helped run Blood Drives on campus, fundraised via participation in events such as Diabetes Walk and Free to Breathe Walk
- Supported the UArts community and other UArts organizations
- Secretary for academic year 2016-17 and Treasurer in fall 2017.

Production Assistant, Laurie Wagman Series at UArts; Philadelphia, PA — June 2015–May 2017

- Part of a select group of MBET students
- Planned, organized and set up the shows we produced
- Helped in booking the bands, advertise shows online and through campus
- The concert series showcased the diverse talent within the MBET department and also brought in well-known bands including Japanese Breakfast, Dr. Dog and Hopalong