

# Zack Rosen

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## Profile

Excellent time management skills; strong ability to multitask; great ability to work with others; high problem solving skills. Innovative individual with a strong sense of respect and responsibility. Punctual, excellent with deadlines, and ability to communicate effectively.

## Education

University of New Haven, West Haven, CT  
Bachelor of Arts, Music and Sound Recording  
Graduation Date: May 2010

*Awards and Recognitions:* WNHU Broadcaster of the Year Award, Dean of Students Award, May 2009  
Dean of Students Award, April 2010

## Work History

**University of New Haven, West Haven, CT**

**IT Assistant, Office of Student Activities**

Spring 2010 – present

- *Office of Student Activities:* Organize, supervise, and implement all technological aspects of the 2010 New Student Summer Orientation program. Plan, design, and update UNH website; keep and track records of registration; manage all video and audio content; supervise select Orientation Leaders in video projects. Advise events and team-building exercises. *Office of the Dean of Students:* Maintained, updated, and implemented new layout for the Dean of Students website.

**Editor-in-Chief, *The Charger Bulletin***

July 2009 – July 2010

- Maintain, oversee, and produce a campus newspaper with readership of thousands, both online and in-print; work with and oversee a starting budget of \$24,000; oversee and delegate a staff of 50-100; layout; edit articles; graphic design; maintain website and all other technological operations (email, AIM, Twitter, etc.); work with university administration to ensure proper facts and information; planned and organized first-ever conference in Los Angeles for five students to attend; create and edit organization's constitutional document; manage organization's inventory; in charge of managing and bidding publisher; other office duties.

**Assistant Editor, *The Charger Bulletin***

July 2007 – June 2009

- Edit all articles; copyedit; write weekly editorials; write unassigned articles; conduct interviews; assist Editor-in-Chief with all necessary duties.

**Webmaster, Center for Experiential Education**

September 2008 – May 2010

- Edit, add, and create content for the Center for Experiential Education and Career Services website; handle technical issues; oversee all social networking operations and the work of a social networking student staff member; other office duties. Facilitate workshops to teach faculty about technology; lead workshop to inform the Associate Vice President for Student Affairs and Dean of Students and staff at their annual retreat how to best utilize social networking and technology.

**88.7FM WNHU, Website & Technology Director**

October 2007 – February 2010

- Design, maintain, and update website; maintain and repair online stream, connectivity, server issues, and email systems.
- DJ and Radio Personality

July 2006 – October 2009

- Broadcasted to over one million potential listeners.

**Tutor in Computers & Music, Center for Learning Resources**

September 2007 – May 2009

- Music (composition, theory, recording) tutoring, computer (Microsoft Office, internet, email, printing) tutoring, and data entry.

**Website Designer & Technical Assistant, West Haven, CT**

August 2007 – present

- Design and maintain website; work on technical issues for local author Rosemary O'Brien's "A Word or Two."

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## UNH Organizations, Affiliations, and Panels

Board of Governors Student Presentation Panel	March 2010
<i>Selected as one of three students to speak with the Board of Governors; led a tour of the campus with a UNH vice president for the Board of Governors.</i>	
President, (political affiliated party organization) Undergraduate Student Government Association	Spring 2007 – July 2010
• Budget Committee	January 2010 – May 2010
<i>Considered and delegated requests for a budget of over \$1.3 million dollars; considered and delegated requests for a budget of over \$1.5 million dollars.</i>	
• Judicial Council	August 2007 – May 2010
<i>Reviewed and decided upon judicial cases regarding over 60 clubs and organizations.</i>	
• House of Representatives	August 2007 – May 2010
Student Committee on Planning Events (SCOPE)	Fall 2008 – May 2010
Political Columnist and Writer, <i>The Charger Bulletin</i>	July 2006 – May 2010
Captain, Welcome Wagon	August 2008/09
Welcome Week Planning Committee	July/Aug 2008, July/Aug 2009
Panel Member, Accepted Students Day	Spring 2008/09
Communications Board	July 2007 – Spring 2008

## Accomplishments

### *The Charger Bulletin*

- Created and implemented workshop for local school to learn how to create, design, and manage a newspaper.
- Setup weekly recycling program to West Haven/New Haven public school communities.
- Developed and integrated technological operations (website, social networking, text messaging service).
- Increased size and developed newspaper layout.
- Setup bi-weekly podcast program.
- Tripled writing staff and reorganized staff hierarchy; added positions (Distribution Manager, Podcast Editor, etc.).
- Acted as panel member to presidential debates, *Hartford Courant*, September 2008.

### **Website & Technology Director, 88.7FM WNHU**

- Completely redesigned and maintained website, dramatically increasing visitor count and overall hits.
- Redeveloped and managed new email system.

### **Webmaster, Center for Experiential Education**

- Led technology workshops and training sessions for Experiential Education staff.
- Led technology workshop for University of New Haven's Dean of Students and Student Affairs offices.
- Developed and reorganized website for the Center for Experiential Education.
- Planned one-minute video program and helped setup Internships & Jobs newsletter.

### **IT Assistant, Office of Student Activities**

- Designed and maintained orientation website.
- Helped implement a new summer orientation program alongside Director of Student Activities, Orientation Co-Chairs, and Orientation Leaders.
- Organized and created "1-minute videos" for incoming freshmen.

## Computer & Technical Skills

Audio Production (ProTools, Acid), Web Design (HTML, CSS, PHP, JavaScript), Graphic Design (Photoshop, inDesign), Microsoft Office (Word, Excel, PowerPoint, Publisher).

## References

Available upon request.