

# Georgia Saksida

georgiasaksida@gmail.com

## EDUCATION —

**New York University**, New York, NY  
Sept. 2015- May 2019  
Gallatin School of Individualized Study: BA in Creative Writing and Psychology

**Stonar School**, Bath, UK  
Sept. 2009- June 2015  
A Levels: History, Business Studies, Biology  
AS Levels: Maths  
GCSEs: 13 Certifications A\*- C

**Sir James Henderson School**, Milan, Italy  
Sept. 2007- June 2009

**International School of Amsterdam**,  
Amsterdam, Netherlands  
Sept. 2003- June 2007

## LEADERSHIP ROLES —

- **School Prefect** (2014-2015)
- **Head of House** (2014-2015)

## CERTIFICATIONS —

- **Adult, Child, and Infant CPR** (September 2013 – Present)
- **PADI Master Scuba Diver** (2012-Present)
- **Gold Duke of Edinburgh Award**

## VOLUNTEERING —

**Fundraiser**, People Against Poverty (2013 – 2015)

## KEY EXPERIENCE

*June 2017- May 2019*

**Office Assistant • NYU Office of Global Services • New York, NY**

- Managed communications for the office, including via email and phone.
- Worked at the front desk as the first call for students arriving in the US and regularly received unsolicited praise for my helpfulness.
- Often sought out by office superiors to help write, edit, and organize complicated and important student immigration documents, and was responsible for revamping and organizing the task lists, not only for myself but also for my peers and superiors. I have been described as ‘irreplaceable’.
- Provided top-notch customer service to thousands of students, effectively relaying complicated information to students from diverse backgrounds.

*January 2019- January 2020*

**Intern/ Office EA • Anomaly Entertainment • New York, NY**

- Maintained the calendars for multiple CEOs, as well as scheduling all meetings and calls, and organizing travel and accommodation throughout the world.
- Served as a production assistant on set for multiple TV shows.
- Created and regularly maintained multiple social media platforms which included writing catchy captions and curating ‘postable’ images.
- Conducted extensive and detailed research, both finding and investigating stories for TV producers.
- Helped create, write, and edit TV show pitches to international executives.

*January 2020- July 2020*

**Teacher • Success Academy • New York, NY**

- Mathematics and science teacher to 60+ children (ages 11-16) whose class received the 4<sup>th</sup> best results in our network of 50+ schools.
- Was solely responsible for communicating with 60+ parents on a daily basis regarding a multitude of subjects via email, text message, WhatsApp, telephone, and in person.

## KEY SKILLS

- Proficient in Microsoft Office and Google Suite. Experience with Adobe Suite (Photoshop, Premiere Pro).
- Typing speed of 80wpm.
- Experience in directing, producing, editing and set design.