

Jaden Bartlett

A hardworking student looking to gain experience working and collaborating with others. A strong leader with great time management skills: balancing studies, multiple club officer positions, and many creative outlets. I am a quick learner and I will put every effort forth to complete tasks to the absolute best of my ability. Very comfortable with public speaking and technology, and eager to get to work!

Contact

kb213459@pennwest.edu

Education

PennWest Edinboro
University
2022-2026
BFA in Animation

North-Penn Mansfield
JR/SR High School
2016-2022

Skills

- Proficient in Microsoft
- Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong communication skills, both written and verbal
- Excellent leadership abilities
- Organizational skills
- Attention to detail
- Experienced team player
- Basic ASL, basic Spanish

Leadership

- President of Edinboro University Players
- Historian of Alpha Psi Omega Gamma Kappa
- Director of Dial M for Murder
- Co-Director of PUFFS (Edinboro)

Experience

English Department Office Student Assistant Sept 2024-Present, Edinboro, PA

- Assist professors and department administration whenever needed
- Create promotional materials for department
- Sort, organize, and deliver mail and supplies
- Welcome and assist visitors
- Take accurate messages for department administration

Hamilton-Gibson Productions Summer Intern, Summer of 2023, Wellsboro, PA

- Stage managed, costumed, and fabricated props for the summer musical Mary Poppins
- Assisted in organizing and running the annual youth performing arts camp
- Created posters and promotional materials
- Catalogued, re-organized, and filed choral music
- Took down messages for show reservations

Hamilton-Gibson Productions Volunteer Various Dates, Wellsboro, PA

- Stage crew, tech crew, and sound effects work on and behind stage
- Performed on stage for many shows including as the main lead Wayne Hopkins in PUFFS (Wellsboro)
- Worked register and/or served food at multiple fundraising events