

Aaron B. Andree (He/They)

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EDUCATION

Columbia University, New York August 2014 — May 16, 2018 B.A. American Studies, Dean's List 2015, 2016 3.6/4.0

Researcher, Hip Hop in NYC Project, New York

September 2017 – May 2018

- Designed tracking system for works of Jean Grae and Quelle Chris, including Grae's church series, comedy with John Hodgeman, and performances
- Created relationships with artists and interviewed them
- Attended 3-5 events per week in NYC underground, such as Sistaspin crew events, tracking emerging artists and producers, tours, and audience demographic trends
- Monitored Instagram and Twitter for pop-up hip hop events, concerts, and outreach to stay up to date
- Worked independently with weekly collaboration with advisor, and monthly collab with American studies department and professors

Columbia Divest for Climate Justice September 2014 — May 2018

- Planned 20+ community events; contacted speakers, obtained venues and prepared curriculum on the intersection of climate and racial justice
- Planned a spring art and music showcase highlighting LGBTQ+, Black, and POC artists; worked with 20+ artists and 3 musicians including King Isis and Iyabo
- Drafted weekly email listserv, edited speeches, and wrote public responses to current events
- Provided administrative support including meeting minutes, meeting facilitation, and scheduling

Associate Arts and Culture Editor, *Columbia Daily Spectator* August 2015 — January 2016

- Wrote weekly articles, tip sheets, and pitches
- Edited student articles with team for grammatical and structural consistency
- Contacted necessary people for interviews, such as museums, artists, and nonprofits
- Directed weekly meetings of arts writers to propose topics and build community

EXPERIENCE

Volunteer, Prisoner Correspondence Project, Minneapolis, MN September 2020 — Present

- Write to pen pal 2-3 times per week
- Apply to section 8 housing lists, assist with emails, and contact relatives via social media
- Communicate with lawyers aware of PREA to advocate for trans woman to be moved to women's facility with new California law SB-132
- Hosted flash fundraisers and created [Gofundme](#) with team at Barnard

Intern, Imminent Digital Marketing, New York June 2016 — August 2016

- Designed drip marketing campaign to create meetings with 200+ potential non-profit clients
- Tracked data and communications on Google Docs, Excel, SalesforceIQ and Hootsuite
- Participated in weekly team meetings with executive directors and consultants
- Scheduled conference calls with 20 nonprofits such as Red Cross, American Cancer Society, March of Dimes

Intern, Incite Pictures, New York May 2016 — August 2016

- Tracked news for social media highlighting intersections between poverty, immigrant status and the prison-industrial complex
- Wrote outreach and grant proposals for film festivals and donors, such as the Ford Foundation
- Assisted in post-production of documentary *BeiBei* (a documentary about a Chinese immigrant)

in Indiana who attempted suicide, and was jailed for 435 days without bail for feticide. Documentary follows the indictment and justice movement that supported Shuai) including voiceovers, editing, and narrative restructuring

- Acted as personal assistant to producer: ran errands, answered emails, and made appointments

Research Assistant, Columbia Department of History and Art History, NY January 2015—June 2018

- Created database of over 200 found primary sources for Professor Pablo Piccato's upcoming book
- Lead the cataloging and transfer of library material and office supplies
- Attained licenses, rights of reproduction, and copyrights for photographs to be printed
- Organized spreadsheets of artworks and transactions with museums, galleries, estates, and the Artists Rights Society

Administrative Assistant, Columbia Office of the Secretary, NY, NY January 2017 — May 2017

- Created research portfolio of Columbia's 50+ honorary degree candidates
- Consistently update and manage information about candidates profiles, such as awards and titles
- Edited PowerPoints and created excel spreadsheets tracking news and updates on candidates

Tutor, Grade Potential, Minneapolis, MN September 2019 — Present

- Teach math, STEM, ACT, and reading to a diverse group of k-12 students
- Meet academic assignment deadlines and prioritize urgent concepts and problems
- Encourage healthy parent-child relationships through patience, respect, and goal setting
- Schedule appointments, plan meetings, and maintain student records
- Work independently with minimal supervision and maintain communication with management

Housing Assistant, Ali Forney Center, Brooklyn, NY July 2018 — October 2018

- Monitored queer and trans youth in temporary housing for homeless LGBTQIA+ teens
- Maintain electronic and hard-copy case files and hourly schedules

Program Assistant, Literacy Leaders NYPL, Bronx, NY June 2018 — August 2018

- Assisted 20 high school interns and 20 Second-grade students of color by keeping them on task and on schedule, as well as providing support with reading, leading excursions, and lecturing
- Assisted managing director by providing necessary materials and literacy benchmarks
- Prioritized relationship-building and accountability to foster a safe, creative learning space

Writing Intern, The Borgen Project, Seattle, WA May 2015 — August 2015

- Wrote three-five articles per week on issues related to global poverty
- Raised 1,000 dollars for non-profit

Energize Colorado, 2020-2021

- Lead and support Equity and Diversity Initiative
- Mentorship with Kayla Lee; assist with designing and implementing business

SKILLS: Language: Intermediate Spanish, Computer: Microsoft Word, Excel, PP, Google Drive, Social Media (YouTube, Facebook, Instagram, Twitter) Hootsuite, SalesforceIQ

2 Years One-One Tutoring, 1 Year Double Discovery College Mentor, 2 Years Columbia All-Sex