

Leigh Renken

NEW YORK, NY | BOULDER, CO

SKILLS

Critical Thinking
Cross-Functional Communication
Customer Service
Data Analysis
Detail-Oriented
De-Escalation/Crisis Management
Excellent Written & Communication Skills
Google Suite
Highly Adaptive
Management
Microsoft Office
Music Studio Production (Beginner | Ableton Live)
Performance/Acting
Organizational Skills
Office Administration
Skilled Collaborator
Solution-Oriented

AWARDS

NYU Student Leadership
NYU Tisch Dean's List
FHS Cum Laude GPA Award
Seal of Biliteracy
AP Scholar Honor Award
Colorado All-State Choir Acceptances 2021/2022
National Honor Society

LANGUAGES

English
Spanish (Intermediate)

HOBBIES

Comedy | Singing
Songwriting | Gen. Music
Dance | Avid Reader
Drawing | Running
Writing (Screen/Stage/Fiction)

EDUCATION

New York University — Tisch School of the Arts | New York City, NY

BFA DRAMA & ACTING (STELLA ADLER STUDIO of ACTING) and PSYCHOLOGY MINOR | 3.6 GPA

RELEVANT WORK EXPERIENCE

Line Cook — Maxwell's Restaurant at Boulder Country Club | Boulder, CO

MAY 2025 - AUGUST 2025 | BOULDER, CO | 3 YEARS EXPERIENCE

Prepped, stocked, cleaned, and managed my own station; Adapted to an ever-changing menu of specials and worked as a team with the other kitchen staff to provide an exquisite fine dining experience.

Office Assistant — New York University Residence Halls | New York, NY

SEPTEMBER 2022 - MAY 2023 | SEPTEMBER 2023 - MAY 2024 | AUGUST 2024 - MAY 2025 | 3 YEARS EXPERIENCE

NYU's CARLYLE COURT, BROOME, and GREENWICH RESIDENCE HALL RESOURCE CENTERS

Managed the Resource Centers, processed packages and items, and filed administrative paperwork.

Line Cook — Deep End Restaurant at Boulder Country Club

JUNE 5, 2023 - AUGUST 23, 2023 | MAY 2024 - AUGUST 2024 | BOULDER, CO

Responsible for communication, food preparation, and safety to ensure the best dining experience.

Customer Service Representative — Morton's Organic Orchards | Longmont, CO

SUMMERS 2019 - 2025 (SEASONAL POSITION) | SALES AND CUSTOMER SERVICE | 6 YEARS EXPERIENCE

I have managed several seasonal Morton's Farmer's Markets (customer service/sales/set-up).

LEADERSHIP EXPERIENCE

Pledge Education Officer — Delta Kappa Alpha Cinematic Society — NYU Tisch

SPRING and FALL 2024 SEMESTERS | NEW YORK, NY | NATIONAL PROFESSIONAL FILM-CENTERED SOCIETY

Responsible for educating upcoming associates and organizing the associate preparation process.

Assistant Manager — Deep End Restaurant at Boulder Country Club

MAY 2024 - AUGUST 2024 | BOULDER, CO

Oversaw the line for morning preparation and food service, trained cooks, and ensured overall cleanliness.

PRODUCTION EXPERIENCE | PERFORMANCE RESUME AVAILABLE UPON EMAIL REQUEST

Stonestreet Studios — NYU Tisch Drama Residency Program | New York, NY

ACADEMIC YEAR 2025 - 2026 | PROFESSIONAL FILM & TV STUDIO TRAINING AND COLLABORATION

Intensive training in screen acting, directing, screenwriting, production, post-production, and film editing.

Recent Performances — Stella Adler Studio of Acting | NYU Tisch | New York, NY

Top Girls— DULL GRET/ANGIE

FULLY PRODUCED STAGE PRODUCTION (5.2025)

Julius Caesar — OCTAVIUS/FLAVIUS/LUCIUS

FULLY PRODUCED STAGE PRODUCTION (12.2024)

Friends with Dads Sketch and Variety Comedy Shows — NYU Tisch | New York, NY

ACADEMIC YEARS 2022 - 2023 / 2023 - 2024 / 2024 - 2025 | STUDENT-WRITTEN/DIRECTED/RUN COMEDY PRODUCTIONS

Comedy writing, performance, and directing. Box office, venue communication, marketing, and promotion.

Production Assistant Director — Center Stage Theatre Company | Louisville, CO

JUNE 3, 2019 - JUNE 14, 2019 | JANUARY 2019 - APRIL 2019 | PAID PRODUCTION EXPERIENCE

Assistant director, counselor, and stage manager of two stage productions for elementary school actors.

OUTSIDE INTERESTS

National Honor Society | Net Zero | Excalibur and Age of Guinevere Vocal Jazz Ensembles

AUGUST 2020 - MAY 2022 | FAIRVIEW HIGH SCHOOL STUDENT LEADERSHIP | BOULDER, CO

Volunteering and community service | Student Environmental Action and Legislation | Vocal Jazz Performance

