

Leigh Renken

New York City, NY

leighrenken.com

EDUCATION

New York University – Tisch School of the Arts – New York City, NY

Bachelor's of Fine Arts, Drama and Acting – Stella Adler Studio of Acting. Minor in Psychology. 3.6 GPA

AWARDS: NYU Student Leadership, NYU Tisch Dean's List.

Fairview High School – Boulder, CO

Graduated cum laude with 4.6 GPA wt. National Honor Society, AP Scholar Honors Award, Seal of Biliteracy

RELEVANT EXPERIENCE

[Performance and Production Resumes Available Upon Email Request](#)

Retail Sales Associate and Tea Expert at **Sullivan Street Tea and Spice Company** – New York, NY

NOVEMBER 2025 - CURRENT

Responsible for ensuring excellent customer service through answering questions, recommending tea, flavor, and gift options, and packaging products. Additionally, I assemble online orders, make and serve drinks, and collaborate with the team.

Line Cook at **Boulder Country Club – Maxwell's Restaurant** and the **Deep End Restaurant** – Boulder, CO

JUNE 2023 - AUGUST 2025 (SEASONAL) – 3 YEARS PROFESSIONAL LINE COOK EXPERIENCE

Prepared, stocked, cleaned, and managed a personal 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. Communication, food preparation, and food safety skills.

Resource Center Office Assistant at **New York University Residential Life and Housing** – New York, NY

SEPTEMBER 2022 - MAY 2025 (SEASONAL) – 3 YEARS OF OFFICE ADMINISTRATION EXPERIENCE

Managed NYU's Carlyle Court, Broome, and Greenwich Residence Hall Resource Centers, processed packages and items, and filed administrative paperwork. Built organization, critical thinking, cross-functional communication, and strong adaptability skills.

Customer Service and Sales Representative at **Morton's Organic Orchards** – Longmont, CO

SUMMERS 2019 - 2025 (SEASONAL) – 6 YEARS OF RETAIL, SALES, AND CUSTOMER SERVICE EXPERIENCE

Managed customer interactions and sales, transactions, product packaging, and station set-up/break-down.

LEADERSHIP and ACTIVITIES

Overflow State Sketch and **Variety Comedy Group** – New York, NY

President, Producer, Social Media Coordinator, and Head Writer – SPRING 2026 - CURRENT

Led, organized, and founded an opportunity to continue creating and performing post-grad.

Stonestreet Studios – NYU Tisch Drama Residency Program – New York, NY

ACADEMIC YEAR 2025 - 2026 – PROFESSIONAL FILM and TV STUDIO TRAINING and COLLABORATION

Intensive training in screen acting, directing, screenwriting, production (on-set positions), post-production, and film editing.

Delta Kappa Alpha National Professional Cinematic Society at **NYU Tisch** – New York, NY

Pledge Education Officer – SPRING 2024 and FALL 2024 SEMESTERS

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

Deep End Restaurant at **Boulder Country Club** – Boulder, CO

Assistant Manager – MAY 2024 - AUGUST 2024

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

Friends with Dads Sketch and **Variety Comedy Shows** – **NYU Tisch** – New York, NY

Writer, Performer, Director, and Mentor – ACADEMIC YEARS 2022 - 2025

Comedy writing, performance, directing, and collaboration. Box office, venue communication, marketing, and promotional skills.

SKILLS and INTERESTS

Technical: Trello, Google Suite, Microsoft Office, Canva, Slack, and Notion (Expert). Cyberlink PhotoDirector and PowerDirector (photo and video editing software), Final Draft 12, Ableton Live, and Vochlea (Intermediate). Social Media expertise includes Instagram, Facebook, LinkedIn and TikTok. Website design and updating abilities, as well as graphic design and visual art skills.

Language: English (Native) and Spanish (Intermediate)

Interests: Singing, Songwriting, Comedy, Music, Avid Reader, Drawing, Running, Gaming, Writing (screen/stage/fiction), Thought Work, Cats, and Tea!