

Cade Langsdon

New York, New York | cadelangsdon.com | clangsdon@gmail.com

Education

Bachelor of Arts, Individualized Study | New York University Gallatin School of Individualized Study

Customized study on technology, visual arts, and communications with an emphasis on community and social change. Interdisciplinary approach with emphasis in sociology, human rights, marketing, and artistic intervention. Aiming to develop skills for positive global impact.

Experience

Marketing & CRM Assistant, Card Insight Tech | Salt Lake City, UT | Nov 2021 – Present

- Configured all digital assets for contracted client brands including data entry, email list management, WordPress and Shopify set up, web registration, CRM database management, advertising, analytics, and social media management. Streamlined processes for efficiency and accuracy.

Office Assistant, Grey Library & Study Center | New York, NY | Aug 2023 – May 2024

- Managed circulation duties, maintained accurate records, and demonstrated proficiency in integrated library systems and databases. Contributed to the development and maintenance of the library's collections, assisted in cataloging and shelving, and provided exceptional customer service to patrons.

Office Assistant, New York University Residential Life | New York, NY | 2020 – 2022

- Facilitated communications and provided resident assistance. Maintained residential records and databases. Assisted in implementing the COVID-19 testing program and community outreach initiatives. Collaborated with cross-functional teams for seamless execution.

Digital Inclusion Aid, International Rescue Committee | Salt Lake City, UT | 2019 - 2020

- Developed programming for digital literacy, enabling access to essential resources. Created engaging training materials. Streamlined inventory processes. Improved client bookkeeping systems. Demonstrated commitment to the organization's mission.

Digital Media Mentor, Spy Hop & Phase 2 Productions | Salt Lake City, UT | 2017 – 2019

- Centralized media production responsibilities across two companies, Spy Hop (film focus) and Phase 2 (advertising production), including conceptualization, filming, editing, promotion, and production of multimedia content such as short films, TV ads, and all other types of visual content.

Skills

- Microsoft Office suite
- CRM
- WordPress
- Social Media Management
- Interpersonal skills
- Management
- Branding
- Marketing
- Adobe Creative Suite