SEAN MINTZ

stmintz@nyu.edu

EDUCATION

New York University **2005 to 2009**

- Bachelor of Arts degree in Economics, Linguistics minor, May 2009
- Dean's List Fall 2005 and Spring 2006
- Researched public policy and the Internet as a member of the Roosevelt Institution at NYU

WORK EXPERIENCE

Gilder Lehrman Institute of American History **Jan. 2008 to Sept. 2009**
New York, NY **Jan. 2005 to May 2005**

- As education intern, assisted in evaluating education programs. Collected data and summarized relevant information for use in reports to donors and for improving the programs. Improved evaluations and found ways to increase response rates
- As finance intern, verified accounts, assisted in tax preparation and grant compliance, processed and tracked orders for an online store, and recorded inventory
- As web design intern, regularly updated our website and modified and optimized it, making it more accessible and useful

Gilder Lehrman Collection **May 2006 to Dec. 2006**
New York, NY

- Transcribed some of Thomas Jefferson's personal correspondence. These transcriptions are available freely online and promote the use of primary source documents by educators and students of American history.

Center for Information Technology in Education **2000 to 2007**
College of Education, University of Houston, Houston, TX

- Provided technical support and troubleshooting, created databases, programmed for the web, helped maintain a large network, managed inventory, and worked with new media technology
- Worked with educators to find ways that technology could break down classroom walls, promote interaction between students and instructors, and make learning more interactive
- Created checklists and scripts that automated the installation and maintenance of computers
- Assisted in preparation for hurricanes and recovery from virus outbreaks, loss of networking, and power outages

IT SKILLS

Strong background in databases (SQL and Access) and web design (HTML, CSS, JavaScript, PHP, and Perl). Experienced with Microsoft Windows, Linux, and Microsoft Office (Excel, PowerPoint, and Word). Created and maintained several individual's websites