

Charlotte A. Livingston

New York, NY | charlottealivingston@gmail.com

EDUCATION

Barnard College of Columbia University | New York, NY | *BA English & Religion* May 2019

Thesis: The Spinning of the Symbolic—Language, Communication, & Technological Culture GPA: 3.9

Sel. Coursework: The Philosophy of Science; Technology, Religion, Future; Common Languages; Data: Past, Present, Future; Statistics

Awards: Magna Cum Laude; Dean's List; Alpha Lambda Delta Honors; Tow Grant Recipient, Stockholm Entrepreneurial Tech Trek

Emory University Mind/Body Sciences Program | Dharamsala & Mungod, India | Summer 2018

Completed intensive courses on science-based medicine, contemplative sciences over ten-week immersion in India's Tibetan refugee villages

PROFESSIONAL EXPERIENCE

Oscilloscope Consulting | New York, NY | *Principal* March 2020 – Present

- Consult for early-stage start-ups and entrepreneurial organizations including The Korean Innovation Center, Franklin Advisory, Parker Global, Columbia University's Almadworks, and others
- Work includes client strategic planning, hiring, evaluating and on-boarding client employees, and preparation and presentation of reports. I have also written entrepreneurship curricula, advised pre-seed companies, and redesigned/implemented multiple marketing strategies

Rococo Punch | Boston, MA | *Production Assistant* June 2021 – Present

- Participate in story development, find and contact interviewees, organize all tapes, and collect in-person vox pops
- Advise on business strategy and design initiatives with founders and lead producers

Parsegon/Battlecard | San Francisco, CA | *Director of Operations, Sales, and Enablement* August 2019 – March 2020

- Founding team at Y-Combinator-backed start-up that created a novel natural language processing based professional training program
- Responsible for recruiting new employees, sales generation, meeting with investors, and long-term company strategy
- Refined functionality of the platform and acted as liaison between customers and engineers
- Developed and wrote all external-facing copy, including sales training curricula, platform content, and online publications
- Participated in the hiring and evaluation of all new employees

Medivizor | Tel Aviv, Israel | *Business Development Intern* September 2017 – May 2019

- Directed production of online and print sales collateral and designed customer-facing web interface for this rapidly-growing medical technology start-up, focused on assisting chronically ill patients
- Researched, wrote, and presented case-studies of existing partnerships to share with potential sponsors and partners
- Successfully solicited, via direct mail and telephone, ~130 partnerships with nonprofits and hospitals

Columbia Organization of Rising Entrepreneurs | New York, NY | *Executive Board Member* September 2016 – May 2019

- Planned and executed campus-wide forums (up to 300 attendees) featuring expert speakers on a range of entrepreneurial topics
- Founded and led *Moth*-style speaker series (3x events; avg. 50 +attendees per event) on learning from failure in entrepreneurship
- Designed and implemented CORE on-boarding procedure and community engagement program
- Traveled with a select student-led group to Europe to privately meet with founders & CEOs to learn about organizational development

TAMID GROUP | Tel Aviv, Israel & New York, NY September 2016 – May 2019

Member, Columbia University Entrepreneurial Program (Sept. 2016 – May 2019)

- Contributed to weekly meetings that focus on development of business, financial, and marketing skills (avg. 30 attendees)
- Conducted and presented case studies of natural resource companies to mock pitch to active investors
- Engaged in professional public-speaking training in which I presented business ideas to ~30 of my peers

Fellow, Tel Aviv (Summer 2017)

- Awarded nine-week fellowship to work in a collaborative entrepreneurship environment, connecting with a range of start-ups and leaders

Vagabond Empire Clothing | Weston, MA | *Founder & President* September 2013 – May 2019

- Founded and led clothing company focused on selling uniquely designed rock and roll themed women's clothing to consumers
- Identified market, created and executed a business plan, and iterated brand to meet consumer demand
- Designed, procured, and managed the manufacture of clothing line and accessories

LEADERSHIP & COMMUNITY ENGAGEMENT

Harlem Clemente Course for Humanities | New York, NY | *Writing Tutor* September 2018 – Present

- Meet with students, ages 18-80, twice a week, to discuss class materials, review writing skills, and edit their essays

DOROT | New York, NY | *Fellow and Ambassador* September 2017 – Present

- Facilitate weekly Zoom lecture series and discussion groups for aging, New York-based population
- For a year, met with a retired artist on weekly basis to create and present her visual and written legacy project

TECHNICAL SKILLS & INTERESTS

Technical: MS Office, Statistical Analysis, Adobe PhotoShop, iMovie, Website Design, Keynote, Trint **Languages:** Advanced Spanish,

Elementary French **Interests:** Outdoor leadership, Certified Wilderness First Responder (WFR, CPR, AED), Art (Thoreau Award, Clay

Award, Photography Award, Scholastic Award), Consciousness Studies (Meeting of the Mind Podcast, Columbia-based Independent Study)