

Sofia Rosenbaum

Creative, enthusiastic self-starter seeking to work in a dynamic team environment, learn new skills, interact with a diverse group of people, and contribute to a successful workplace.

WORK EXPERIENCE

International Spy Museum - Washington, DC

Guest Services Operative

Summer 2024

- Welcomed guests and provided information about exhibits and the Undercover Mission interactive feature.
- Answered guests' questions and helped visitors with any issues they encountered.
- Worked to maintain a positive, welcoming environment.

Uncle Julio's - Gaithersburg, MD

Hostess

Summer 2023

- Greeted, seated, and conversed with restaurant guests, helping to create a friendly, hospitable atmosphere.
- Managed Resy virtual seating system, recommended menu items, cleaned tables, and assisted servers.

Little Known Facts Podcast, Hosted by Ilana Levine

Social Media Intern

Summer 2022

- Created advertisements, graphics, and other promotional materials for podcast host to post on TikTok, Instagram, and other social media platforms.
- Assisted host with increasing listenership, social media promotion, and technical matters.

Broadway Journeys, and The Story Details Podcasts

Podcaster and Producer

2017 - Present

- Produced and conducted 60 interviews with actors, writers, and other entertainment professionals.
- Edited and distributed podcasts on Spotify, official websites, and social media platforms (Instagram and X).
- Contacted and worked collaboratively with publicists, managers, and talent agents.

EXTRACURRICULARS

The Upstagers Theatre Club – The Pennsylvania State University

Founder/President

01/2024 – 05/2025

- Identified an unrecognized niche and invited students with an interest in theatre but little to no theatre experience to participate as actors and vocalists in read-throughs.
- Coordinated and directed read-throughs of multiple shows each semester.

CONTACT

Direct Contact

- +1 (301) 980-4765
- sofia@sofiarosenbaum.com

Website

- sofiarosenbaum.com

LinkedIn

- LinkedIn: [linkedin.com/in/sofia-rosenbaum-89ba10154/](https://www.linkedin.com/in/sofia-rosenbaum-89ba10154/)

SKILLS

Interpersonal Communication

- Ability to interact with a wide range of people
- Experience dealing with unexpected situations
- Directed and Assistant Directed theatrical productions and read-throughs

Detail-Oriented

- Researched podcast interviewees' work histories
- Reviewed and edited interviews

Enterprising

- Created and produced two podcasts
- Persuaded sixty entertainment professionals to appear on podcasts
- Founded college theatre organization

Technical Skills

- Social Media Management and Production
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Adobe Acrobat
- Adobe Premiere
- Adobe InDesign
- Final Cut Pro
- Canva

EDUCATION

The Pennsylvania State University

Bachelor of Arts

Communication Arts and Sciences
University Park, PA – 05/2025