

# J.J. RICCHETTI

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(b)(6)

## EDUCATION

**The University of Pennsylvania**, Philadelphia, Pennsylvania Class of 2020  
*Bachelor of Arts in Political Science*

- Minor: English
- (b)(6) Graduated Magna Cum Laude
- Coursework heavily focused on written and verbal communication concerning foreign affairs.

## CO-CURRICULAR INVOLVEMENT

**The Mask and Wig Club of the University of Pennsylvania** August 2016 — May 2020  
*Cast Director, Writer, Performer*

- Organized the production, rehearsal, and performance of the Mask and Wig Club, a theater company that owns, maintains, and performs in “The Clubhouse” a 118-year-old theater and Philadelphia historic landmark.
- Directly managed a team of 15 performers and coordinated their schedules and production related expenses. Co-managed the budgets and schedules of a team of 36 carpenters, musicians and business staffers. Worked in conjunction with and negotiated payment for a professional production staff, including choreographers, master carpenters, and audio visual engineers.
- This work also included writing and performing original musical comedy, coordinating and running daily rehearsals, overseeing set design, creating choreography, and negotiating theater rental contracts for our annual show tour.

**Men Against Rape and Sexual Assault** March 2017 — May 2020  
*Student Educator*

- Served as a trained student educator for campus sexual assault awareness, primarily providing active bystander training and sexual assault awareness presentations to Greek organizations and other large student groups.

**Penn Records** August 2019 — May 2020  
*Production Coordinator*

- Co-coordinated musicians enrolled at the University of Pennsylvania with local Philadelphia music venues and studios for a student-run record label.

**Friars Senior Society** March 2019 — Present  
*Member*

- Nominated and elected to Friars Senior Society, a University of Pennsylvania group that recognizes seniors who have made a significant impact on campus life.

## ADDITIONAL SKILLS

**Hard:** Proficient in Microsoft Office (Word, PowerPoint, Excel), Detailed understanding of Windows Operating System

**Soft:** Written and Verbal Communication, Research and Data Analysis, Active Listening, Collaboration, Public Speaking, Time Management, Leadership