

JEFFREY K. LEVASHEFF

1234 Street Name, Riverside, CA 92507 | (555)555-5555 | first.lastname@ucr.edu | linkedin.com/jlevasheff/

EDUCATION

University of California, Riverside
Bachelor of Arts in History

June 2022
GPA: 3.7

NON-PROFIT EXPERIENCE

Center of Consumer and Environmental Health Services, Los Angeles, CA
Administrative Intern

May 2020 – August 2020

- Raised \$1,900 in 21 days by canvassing and advocating on environmental, health and consumer issues
- Managed a small office; answered phones and provided customer service to insure all duties were met weekly
- Wrote and distributed weekly emails, which served as the internal communication for employees

Community Youth Center, Riverside, CA
Management Intern

August 2019 – December 2019

- Developed organization's first "paperless" client filing system in Filemaker Pro, allowing front-line staff to closely track trends in client needs
- Liaised with four schools and community allied health agencies; made applicable referrals for specific services
- Collaborated with a team of 5 Youth Center associates in maintaining a 24-hour telephone service providing detail to customer inquiries

El Pomar Foundation, Colorado Springs, CO
Media Intern

May 2019 – August 2019

- Created a statewide media contact database of over 550 media contacts in an Excel spreadsheet
- Generated a contact list of over 1,200 people and facilitated mailing the Annual Report
- Wrote press releases for media and a monthly e-newsletter for nonprofits nationwide
- Selected from over 40 applicants to be one of 10 interns at a non-profit serving Colorado

LEADERSHIP EXPERIENCE

UCR Housing Services, Riverside, CA

Resident Advisor

September 2019 – Present

- Conduct interviews with over 200 student applicants and selected 56 residential advisors
- Plan and coordinate a two-week long mentor training program for 56 new student staff
- Provide guidance and support for all advisors throughout the entire school year aiding their individual needs

UCR Chancellor Search Committee, Riverside, CA

Student Representative

May 2018 – September 2019

- Selected by the Student Council to represent the student body in a search for the next university Chancellor
- Analyzed surveys, chaired focus groups, and created a website to promote transparency between University administration and students
- Contributed to the creation of public documents and selection of a search firm to ensure qualified candidate group

SKILLS

Computer: Microsoft Office, Filemaker Pro, Adobe Creative Suite

Social Media: Facebook, LinkedIn, Twitter, Instagram, Pinterest

Language: English and Spanish (bilingual)

Activities and Honors

Member, Amnesty International, UC Riverside

January 2020 – Present

Member, Student Association for the Environment, UC Riverside

September 2019 – Present

Dean's Honors List, UC Riverside

December 2018, June 2019, December 2019, March 2020