

# JEFFREY K. LEVASHEFF

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## EDUCATION

University of California, Riverside

**Bachelor of Arts in History**

GPA 3.7

expected June 2020

## NON-PROFIT EXPERIENCE

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

**Administrative Intern**

May 2019 – August 2019

- 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 2018 – December 2018

- Developed organization's first "paperless" client filing system in Filemaker Pro, allowing front-line staff to closely track trends in client needs
- Liaised with schools and community allied health agencies; made applicable referrals for specific services
- Helped maintain a 24-hour telephone service providing detail to each customer to answer their inquiries

El Pomar Foundation, Colorado Springs, CO

**Media Intern**

May 2018 – August 2018

- Selected from over 40 applicants to be one of 10 interns at a non-profit serving Colorado
- 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

## LEADERSHIP EXPERIENCE

UCR Housing Services, Riverside, CA

September 2017 – Present

**Resident Advisor**

- 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 2017 – September 2017

- Selected by the Student Council to represent students in a search for the next university Chancellor
- Analyzed surveys, chaired focus groups, and created a website to promote transparency
- 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:** Bilingual in English and Spanish

## Organizational Involvement

**Amnesty International, UC Riverside**

January 2018 – Present

**Student Association for the Environment, UC Riverside**

September 2018 – Present