

JEFFREY K. LEVASHEFF

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

EDUCATION

University of California, Riverside

Bachelor of Arts in History

expected June 2019

GPA 3.7

NON-PROFIT EXPERIENCE

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

May 2018 – August 2018

Administrative Intern

- 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

August 2017 – December 2017

Management Intern

- 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

May 2017 – August 2017

Media Intern

- 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 2016 – 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

May 2016 – September 2016

Student Representative

- 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, Pintrest

Language: Bilingual in English and Spanish

Organizational Involvement

Amnesty International, UC Riverside

January 2017 – Present

Student Association for the Environment, UC Riverside

September 2017 – Present