

Michael Jay Lissner

510.547.4999

Professional Experience

- October 2005 to Present - Clerk, Contra Costa County Community Services Department
Generate and submit monthly state and federal reports | Develop and implement systems | Administer bi-annual National Review System testing of ~1,000 children | Generate and analyze reports from online database | Research and update federally-mandated Community Assessment Report | Create and maintain custom Google maps | Provide administrative assistance to county analysts
- May 2004 to April 2005 - Inside Sales Manager, BenchPro, Inc.
Created and maintained marketing flyers and catalogs | Researched and contacted new distribution partners | Provided accurate quotes and timetables | Served as bilingual liaison between Mexican factory and American distributors | Independently created and implemented marketing techniques
- December 2004 to Present – Founder, CharityHikers.org
Created and designed website | Generate content | Solicited donations for and independently undertook Pacific Crest Trail Temperature Research Project | Support current charity hikers | Solicit applications from community members to hike for a cause
- September 2003 to May 2004 - New Merchandise Acquisition Manager, The Pit Bookstore, Pitzer College
Petitioned for funding from collegiate budget | Managed design of custom logos | Contracted with companies to create student store goods | Maintained store inventory

Education

- 2005 to Present - University of California, Berkeley Extension
Unix/Linux fundamentals | System administration programming with focus on bash scripting, awk, C++, and Perl
- Spring 2004 - BA in English and World Literature, Pitzer College, Claremont, California
Minor in Spanish Language and Literature | Relevant coursework in C++, calculus, economics, education, philosophy
- Spring 2003 - Universidad del País Vasco, San Sebastian, Spain
19th century Spanish language and literature | Basque culture and cuisine

Extracurricular Experience

- Summer 2005 - Hiked the length of the Pacific Crest Trail (2,650 miles)
In-depth research on long-term backpacking considerations including off-trail navigation, gear selection and ultra-light techniques | Planned five-month itinerary and food supply schemata | Set and realized goals over five month period
- 2000 to 2004 - Pitzer College Activism
Mead Hall Dormitory President | Intercollegiate Student Senate Representative | Social Responsibility Trustee Committee Member | Campus Life Committee Secretary | ACT/SAT Focus Group Student Senate Liaison | Fourth Meal Implementation Committee Co-Leader | Campus Aesthetics Committee Member | Sexual Assault Panel Member

Additional

- **Computer**

Microsoft Office Suite | Dreamweaver | Photoshop | Unix/Linux: Bash scripting, awk, sed, grep and vim | HTML, CSS, XML, Perl, C++, C

- **Language**

Fluent in written and oral Spanish

- **Leadership**

Recipient of Eagle Scout Rank | Familiar with Robert's Rules of Order and Brown Act of 1953

- **Practical Skills**

Certified Wilderness First Responder (WMI) | HIPAA certified | Woodworking | Metalworking | Sewing