

**Jeff Livers** / (858) 252-6088 / [JeffLivers42@gmail.com](mailto:JeffLivers42@gmail.com)

## Education

### **San Diego State University**

May 2023

Bachelor of science in business administration

*Major: Management Information Systems*

*Minor: Sustainability*

### **Relevant Coursework**

- |   |             |
|---|-------------|
| • Environmental Ethics                            | Summer 2020 |
| • Sustainability and Culture                      | Fall 2020   |
| • Information systems analysis                    | Fall 2021   |
| • Business Application Programming                | Fall 2021   |
| • Reporting techniques for business professionals | Fall 2021   |
| • Data Management Systems                         | Spring 2022 |
| • Operations and supply chain management          | Spring 2022 |

## Academic Projects

### **Business Analysis and solution development**

Fall 2021

*Team Leader*

- Worked closely with ATA college to analyze business processes and look for relevant solutions to improve their onboarding and student data tracking
- Compiled and proposed extensive report of current practices as well as suggested solutions
- Presented project outline to various business professionals in class conference

### **Amazon sustainability Analytical Report**

Fall 2021

- Analyzed Amazon's shipping operations to find ways to improve sustainability practices
- Conducted survey with 120 participants to track Amazon consumer preferences
- Compiled extensive report to offer proposed sustainability solutions

## Work Experience

### **SDSU Aztec Recreation Center – San Diego, CA**

Aug 2021 – Present

- Lead instructional courses on rock climbing safe practices for groups of up to 12 at a time
- Created, proposed, and implemented improved system for participant and gear rental tracking
- Received “Outstanding Performance Award” for high quality work performance

### **California Conservation Corps – Ukiah, CA**

June 2021 – Aug 2021

- Worked on various outdoor conservation projects in partnership with organizations such as CalTrans, CalFire, and USFS
- Specialized in roadside revegetation projects by watering native species, properly identifying and removing invasive species, and reporting records of results to CalTrans managers
- Attended an array outdoor safety, conservation, and emergency response classes

### **Panera Bread - San Diego, CA**

Jan 2021 – June 2021

*Team Member*

- Communicated with customers to receive and process orders
- Trained new employees about work duties, and supervised to ensure proper understanding

- Regulated order accuracy and ensured quality by reviewing items before customer pickup

**Mathly Startup Internship** - San Diego, CA

June 2020 - Dec 2020

*CFO*

- Organized and conducted informational interviews with early adopter cohort of over 25 parents
- Created and oversaw core financial projections to analyze business strategy and expenditures
- Managed articles of incorporation, business bank account, insurance applications, payroll, Intuit QuickBooks, and equity distribution

**Starbucks** - San Diego, CA

Jan 2019 -Aug 2020

*Barista*

- Delivered excellent customer service to customers to ensure satisfaction
- Worked under pressure with high customer traffic to meet strict sales and time quotas
- Multitask between many different positions - taking orders, accepting payments, connecting with customers, making drinks, restocking, and maintaining overall store cleanliness

## Leadership Experience

**Rock Climbing Club** – San Diego, CA

Spring 2021 - Present

*President*

- Plan and lead board meetings to plan and discuss logistics, locations, and budget for club events
- Work individually with 11 board members to delegate specialized tasks and duties
- Help direct and inform up to 100 members on daily plans,

**Delta Beta Tau Fraternity**

Fall 2020 - Present

*Ethics Officer*

- Work with executive board to ensure ethical behavior is upheld by all members

## Skills and Qualifications

- Proficient in Microsoft office: Excel, Word, PowerPoint
- Proficient in Google Suite: Sheets, Docs, Slides
- Extensive knowledge in Lucid chart
- Familiar with Python, SQL, and Tableau