

AVIV NITSAN

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WORK EXPERIENCE

Webmaster, University Health Services — March 2013 to present

Maintain and develop the UHS website (<http://uhs.berkeley.edu/>), sub-sites, and internal intranet site. Create new pages, interpret and process update requests from web editors, assorted coding.

Bookseller, Mrs. Dalloway's Bookstore — March 2012 to March 2013

Sell books: customer service, recommendations, shelve books, run a cash register (often during busy events), sell books at off-site events. Also receive and return books, manage inventory, input purchase orders, keep stock current. Assorted tasks associated with running a small business.

Writing Coach, Berkeley City College — September 2011 to January 2012

Tutor and coach English and ESL students one-on-one, help students write and edit academic papers.

Lifeguard, The Club at the Claremont — June 2011 to September 2011, Seasonal

Pool management, lane management, customer service, rule enforcement, patron safety, handle irate patrons, handle emergency situations.

Lead Lifeguard, Berkeley YMCA — September 2009 to September 2012

In addition to the below stated: Supervise three high-traffic pools, supervise multiple lifeguards, give breaks, maintain and replace equipment, maintain employee standards/rules, handle scheduling issues/tardy or absent employees, conflict management/resolution, additional customer service/resolution of patron issues.

Lifeguard, Berkeley YMCA — September 2008 to September 2012

Pool management, lane management, customer service, maintain appropriate chemical levels, rule enforcement, patron safety, handle irate patrons, handle emergency situations.

Teen Librarian, North Berkeley Library — September 2007 to April 2008

Assisted patrons with finding books/materials, sorted and shelved books/materials.

Tech Support/Assistance and Various Coding/Web Projects, Freelance — 2005 to Present

EDUCATION

Graduated ('14) from University of California, Berkeley with a degree in Comparative Literature.

REFERENCES

(personal references available upon request)

Kim Jarboe LaPean, Communications Manager, UHS, UC Berkeley - klapean@berkeley.edu

Myra Lijek, IT Project Manager, UHS, UC Berkeley - myra@berkeley.edu

Ann Leyhe, Owner, Mrs. Dalloway's Bookstore - ann@mrsdalloways.com