

Travis E. Clough

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EMPLOYMENT

Faculty Assistant

Department of Sociology, Harvard University

November 2010 – August 2013
Cambridge, MA

- Provide support to Michèle Lamont, Frank Dobbin, and Mary Brinton (Chair)
- Maintain faculty websites using Dreamweaver & OpenScholar
- Coordinate travel arrangements and prepare reimbursements
- Prepare course materials and maintain course websites (iSites)
- Proofread articles, book chapters, and other manuscripts
- Create and edit bibliographies
- Coordinate small conferences and other collaborations with scholars around the world
- Prepare and mail reference letters
- Provided support for four junior faculty and six lecturers during a colleague's leave of absence

Indoor Cycling Instructor

- Harvard University – Town Sports International

June 2012-August 2013
Cambridge, MA

Indoor Cycling Instructor

- Mike's Fitness

February 2013-August 2013
Jamaica Plain, MA

Study Hall Coordinator / Afterschool

Shady Hill School

September 2010 - April 2011
Cambridge, MA

- Monitored students during afterschool activities and homework sessions
- Led Afterschool Quilting Club for 4th-6th grades

High Adventure Counselor

Beaver Country Day School – Beaver Summer Programs

Summer 2010
Chestnut Hill, MA

- Led day and overnight trips such as backpacking and rock climbing for children 9 to 14
- Facilitated group challenge games and risk management
- Taught principles of "Leave No Trace"

Compensation and Benefits Assistant

WGBH Educational Foundation

February 2008 – May 2010
Boston, MA

- Acted as point of contact for employee benefit questions regarding health, dental, & COBRA
- Served as the liaison between WGBH and benefits vendors
- Prepared benefits materials for new employees and enrolled participants
- Maintained the Benefits Guidelines Booklet used in New Employee Orientation
- Created contracts for new employees
- Managed Request for Payments
- Processed time sheets
- Maintained department files, archival database, and Filemaker Pro database
- Created and organized employee files
- Processed lay-offs, resignations, and end of contracts in the Lawson tracking database
- Organized various HR/Benefits events, such as Open Enrollment and a flu shot clinic

Administrative Coordinator

Boston University

July 2001 – July 2005

Boston, MA

- Managed schedules for the Director and Undergraduate Advisors
- Supervised student employees
- Maintained inventory of office supplies for multiple departments
- Oversaw use of petty cash for the Undergraduate and Records Department
- Introduced prospective students to the College of Engineering
- Updated and maintained the College of Engineering website and online handbook

Volunteer Coordinator - AmeriCorps- VISTA Volunteer

Outdoor Explorations

July 2000 – July 2001

Medford, MA

- Recruited and managed volunteers to lead outdoor activities for people with disabilities
- Promoted programs at local schools and organizations
- Facilitated presentations to recruit new participants

EDUCATION**Mt. Hood Community College, Gresham, OR**

Hospitality and Tourism Management: Recreation and Leisure Certificate Program

Expected Graduation May 2014

University of Maine at Farmington, Farmington, ME

Bachelor of General Studies

May 2000

VOLUNTEER**Ethos Elder Care, Jamaica Plain, MA**

December 2009 – August 2013

Elder Companion: Weekly visits to 94 year old man

Waltham House: Home for Little Wanderers, Waltham, MA

April 2005 - July 2005

Mentor: Worked with lgbt at-risk youth

Harbor to the Bay: an AIDS benefit bike ride

September 2009, 2010

Fundraiser 125 mile ride from Boston to Provincetown

CERTIFICATIONS

Wilderness First Aid / Adult CPR

Expires May 2013

FITNESS CERTIFICATIONS

AFAA Primary Group Exercise

Schwinn Indoor Cycling