**Jarrett C. Civelli**2108 SE Taylor Apt 1A, Portland, OR 97214  
(505) 228-1858  
JarrettCivelli@gmail.com  
www.linkedin.com/in/jarrettcivelli

**OBJECTIVE**

I will add value to a goal-oriented operation as a team player, always striving to meet my deadlines and maintaining poise under pressure.

**EDUCATION  
Master of Business Administration***August 2012* – Portland State University  
 - Helped create an E-Marketing plan for OHSU’s bioinformatics program that is being implemented by the school  
 - Helped create an extensive industry analysis for the renewable energies market  
  
**Bachelor of Science, Political Science, Minor History**  *August 2006* – The University of New Mexico  
 - Graduated Cum Laude, University Honors program, University Deans List  
 - Study Abroad: University of Sheffield, UK

**PROFESSIONAL EXPERIENCE**

**Strange Loop Games**, Business Analyst  
*Seattle, WA – August 2012 – Present* - Conducts market analysis for a yet announced project  
 - Creates business presentations for potential investors

**Aladdin Theater***Portland, OR* *September 2010 – Present* - Interacts with artists and their management upon load in to ensure their needs are met  
 - Works within Ticketmaster and TicketFly on a regular basis, as well as perform any other tasks required

**KPSU,** Assistant Promotions Director/Music Director *Portland, OR July 2011 – November 2011 – June 2012* - Assisted in all marketing efforts made by the station, including public relations, events, etc.  - Managed and organized large amounts of playlist data to report weekly to CMJ.com - Maintained official social media pages and interacted with fans to help establish and maintain public relations - Booked high profile bands for in-studio performances and ensured successful completion of the event - Helped maintain good communication channels within multiple departments of the station, including all DJ’s

**Hands on Portland**, Volunteer Leader*Portland, OR April 2010 – September 2010* - Coordinated a number of diverse events with upwards of 20 volunteers  
 - Lead a large, varying group of individuals with diverse backgrounds and needs

**Electronic Arts**, Compliance Analyst  
*Redwood Shores, CA July 2008 – November 2008, June 2009 – November 2009* - Helped manage a small team of testers tasked with finding critical bugs under severe time restrictions  
 - Used DevTest and DevTrack on all projects while using traditional QA methods  
 - Gained familiarity with the Nintendo, Sony, Microsoft, and PC Certification processes  
 - Wrote detailed, concise bug reports with reproduction instructions  
 - Worked on multiple AAA titles such as Mass Effect 2, Dragon Age, and Mirror’s Edge, among others

**State of Oregon,** Legislative Assistant Intern to Representative Mary Nolan*Salem, OR January 2007 – May 2007*

- Assisted constituents with government agencies by various methods of correspondence   
 - Prioritized tasks and completed projects while paying close attention to detail  
 - Acted as liaison between the Representative, constituents, and lobbyists   
 - Conducted legislative research to meet the Representative’s needs, including organizing Legislative documents