

JEFFREY K. LEVASHEFF

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OBJECTIVE

To obtain the Program Coordinator position at United Way

EDUCATION

University of California, Riverside

Bachelor of Arts in History, expected June 2012

GPA: 3.7

EXPERIENCE

Resident Advisor, UCR Housing Services, Riverside, CA

September 2010 – Present

- Conduct interviews with over 200 student applicants and selected 56 residential advisors
- Plan and coordinate a two-week long mentor training program for 56 new student staff
- Provide guidance and support for all advisors throughout the entire school year

Student Representative, Chancellor Search Committee, UCR, Riverside, CA

May 2010 – December 2010

- Selected by the Student Council to represent students in a search for the next university Chancellor
- Analyzed surveys, chaired focus groups, and created a website to promote transparency
- Contributed to the creation of public documents and selection of a search firm to ensure qualified candidate group

Administrative Intern, Center of Consumer and Environmental Health Services, Los Angeles, CA

May 2010 – August 2010

- Raised \$1900 in 21 days in canvassing and advocacy on environmental, health and consumer issues
- Managed a small office; answered phones and provided customer service
- Wrote and distributed weekly emails, which served as the internal communication for employees

Management Intern, Community Youth Center, Riverside, CA

August 2009 – December 2009

- Developed organization's first "paperless" client filing system in Filemaker Pro, allowing front-line staff to more closely track trends in client needs
- Liaised with schools and community allied health agencies; made applicable referrals
- Helped maintain a 24-hour telephone service

Media Intern, El Pomar Foundation, Colorado Springs, CO

May 2008 – August 2008

- Selected from over 40 applicants to be one of 10 interns at a non-profit serving Colorado
- Created a statewide media contact database of over 550 media contacts
- Generated a contact list of over 1200 people and facilitated mailing the Annual Report
- Wrote press releases for media and a monthly e-newsletter for nonprofits nationwide

ACTIVITIES

- Amnesty International, UCR, 2007 – Present
- Student Association for the Environment, 2007 – Present