

Genevieve Thipatima
Los Angeles, CA
(626) 234 – 5660 • genthipa@yahoo.com

Education

Communication Studies, B.A

Sept 2014 – Mar 2018

University of California, San Diego

- Graduated with a Bachelor's degree in Communication Studies.
- Coursework involved experience with group video production (filming and editing), and development of strong writing and critical thinking skills.

TEFL Professional Certificate

Sept 2016 – Aug 2018

UC San Diego Extension

- Certified to teach reading, writing, listening, speaking, grammar, and vocabulary of English to students studying English as a foreign language.
- Trained to teach TOEFL Preparation for both the paper and online exam.

Work Experience

Graphic Designer, The Zone at UC San Diego

Sept 2017 – Mar 2018

- Collaborated with UCSD Health Promotion to design marketing materials for various programs, reaching out to a student body of 10,000+ students
- Designed posters, stickers, buttons, and graphics material for the Zone's social media and website
- Facilitated workshops to teach patrons about self-care and wellness resources around UCSD

Conversation Leader, UC San Diego Extension

July 2017 – Mar 2018

- Directed small group conversations in English with international students in EFL classrooms, conversation table events, and field trips.
- Lead group tours around UCSD campus for students of International Language Programs.

Evening Circulation, UCSD Geisel Library

Apr 2016 – Mar 2018

- Assisted students, faculty, and staff in navigating library resources (i.e. course reserves, Teaching & Learning Commons, tech lending) and handling confidential patron records.
- Organized and shelved library materials efficiently and accurately.
- Executed team closing procedures to clear and secure the building at the end of the day.

Lifeguard, City of Alhambra (Seasonal)

June 2013 – Present

- Maintain safety of facilities through accident prevention, chemical regulation, and providing necessary aid.
- Prepare for and instruct group swim lessons to toddlers, children and adults of all levels.
- Communicate with patrons, fellow staff, and supervisor to organize lessons and recreational activities.

Skills

- Ability to work well with patrons and in a team-oriented environment.
- Very detail-oriented and excellent at multitasking.
- Experienced with Adobe Creative Suite
- Skilled in Microsoft Office Suite and Google Drive Suite