

# Genevieve Thipatima

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## Education

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### Communication Studies, B.A

Sept 2014 – Mar 2018

University of California, San Diego

- 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

UCSD 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

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### Training and Circulation Workleader, Biomedical Library (Temp.)

Mar 2018 – July 2018

- Assisted students, faculty, and staff in navigating library and campus.
- Helped distribute, collect, and record survey data of patron's opinions on certain library resources.
- Executed team closing procedures to clear and secure the building at the end of the day.

### Graphic Design Intern, The Zone at UC San Diego

May 2017 – Mar 2018

- Collaborated with UCSD Health Promotion to design marketing materials for various programs and events, 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

### Lifeguard/Swim Instructor, 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.

### Conversation Leader, UC San Diego Extension

June 2017 – June 2018

- Directed small group conversations in English with international students in English-Learning classrooms and conversation cafes.
- 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 and handled 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.

## Skills

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- Ability to work well with patrons and in a team-oriented environment.
- Excellent organization and multitasking skills.
- Experienced with Adobe Creative Suite and HTML/CSS
- Skilled in Microsoft Office Suite and Google Drive Suite
- Flexible and able to problem solve efficiently