

~~September 1996 – September 1997~~
~~September 1996 – September 1997~~
October 1996 – September 1997

March – May 1998

Loren Shevitz

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Chicago, IL 60614-2853
(773) 665-1234 e-mail: loren@shevitz.org

P R O F E S S I O N A L E X P E R I E N C E

American Association of Retired Persons (AARP), Illinois State Office
Chicago, IL

ADMINISTRATIVE ASSISTANT. Word processing, spreadsheets, databases, graphic design, Internet searches, light office work (operating camcorder, copy room, moving materials, collating, etc.).

Master of Arts Program in the Social Sciences (MAPSS), University of Chicago

Chicago, IL

LISTSERVE COORDINATOR. Created, maintained e-mail network for MAPSS.

Jimmy John's Gourmet Sub Sandwich Shop

Ann Arbor, MI

ASSISTANT MANAGER. Opened and closed store, managed delivery, finances, and transactions with suppliers.

Project Otzma

Israel

VOLUNTEER, ENGLISH TUTOR, RESEARCH ASSISTANT. Worked at various sites throughout the country, taught English to native Israelis and to immigrants, worked with psychologist on socioeconomic study on learning motivation.

Olin-Sang-Ruby Union Institute

Oconomowoc, WI

CAMP COUNSELOR. Responsible for cabin of young boys, education, and leading drama activity.

ResComp, University of Michigan

Ann Arbor, MI

COMPUTER CONSULTANT. Assisted users with Michigan Terminal System, MS Word, MS Excel, and hardware problems. Maintained computer site.

September 1996 - present

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E D U C A T I O N

University of Chicago

Chicago, IL

M.A., SOCIAL SCIENCES, EXPECTED SOMETIME

University of Michigan

Ann Arbor, MI

B.A., PSYCHOLOGY, APRIL 1994

- Sophomore Honors Award, 1992
- Graduate of Residential College

O R G A N I Z A T I O N S

Gilbert & Sullivan Opera Company of Chicago

University of Chicago

IOLANTHE, TRIAL BY JURY, RUDDIGORE, H.M.S. PINAFORE. Member of chorus, assistant producer for summer show, helped build sets.

University Theater

University of Chicago

JESUS CHRIST SUPERSTAR. Played role of Judas in two-week production.

Golosa

University of Chicago

CONDUCTOR. Formed Russian choir, held auditions, conduct music, set up concerts for group, help maintain web site.

Shircago

Chicago, IL

DIRECTOR. Formed a cappella group, held auditions, arrange and direct music, book gigs for group, run web site, currently producing CD.