

# SHANE RUSSELL LEVITES

LOS ANGELES , CA | [github.com/srlevit94](https://github.com/srlevit94) | 805 - 843 - 1167 | [srlevit94@gmail.com](mailto:srlevit94@gmail.com)

**DESIRED ROLES:** Full-Stack Web Developer, Software Engineer

## EDUCATION:

### **University of California, Los Angeles- Extension Coding BootCamp**

Full-Stack Flex Coding Bootcamp Certificate - Expected Completion April 2023

- HTML, CSS, Node.js
- Notable Projects: Password Generator, e-Commerce Back-End, CLI Dept Management Tool, Note Taker, README Generator, Dev Team Profile Generator

### **University of California, Irvine**

BA International Studies; BA Education Science - Class of 2015

- UC Education Abroad Program: Yonsei University, Seoul, Korea - Fall 2013

## WORK EXPERIENCE:

### **UCLA - Dashew Center for International Students and Scholars**

#### **Exchange Visitor (J-1) Counselor - Full-time (May 2022 – Present)**

- Reviews and processes requests for new and updated DS-2019 forms
- Solves problems and inquiries made to the J-1 Unit in-person and virtually
- Formulates ways to streamline business flow while maintaining compliance to established policy
- Uses technologies such as Excel, Oasis, and MyUCLA to track client data

### **Pepperdine University – Office of International Student Services**

#### **International Student Advising Manager- Full-time (February 2020 – May 2022)**

- Served as an Office Manager, ensuring that in-person visits, phone calls, and emails are handled professionally, timely, and effectively
- Advised international students with obtaining and maintaining their F-1 visa status
- Recruited, onboarded, trained, and supervised 6-10 student workers
- Used PeopleSoft, Sunapsis, Etrieve, Salesforce, and Google Suite for managing student information
- Creatively implemented new office procedures and policies to adapt to new regulations and requirements related to COVID-19

### **English Program in Korea (EPIK) – Daejeon Metropolitan Office of Education**

#### **English Teacher at Daejeon Songchon Middle School – Full-time (August 2017 – August 2019)**

- Prepared and taught both textbook-based and original lesson plans for middle school, low-intermediate English-learning students
- Utilized Excel and Google Calendars to track the progress of twenty-two sections of students, while coordinating with five native Korean co-teachers
- Proofread exam sheets and other documents for language errors and ambiguity

### **University of California Irvine – Continuing Education, International Programs**

#### **Student Life & Activities Assistant – Full-time (August 2015 – August 2017)**

- Used Excel to track and update department event staffing, transportation, and budgeting
- Used PowerCampus to input, track, and update student records.
- Trained new student workers in department policies, public speaking, and driving procedures
- Routinely prepared and presented PowerPoints for student orientations, award ceremonies, and prospective clients. Planned and executed a quarterly resource fair

### **Student Life & Activities General Assistant – Part-time (April 2013 - August 2015)**

- Front desk reception, marketing activities and events, training new student staff, and oversaw the conversation partner program
- Acted as an activity guide and ensured that events and activities ran smoothly and that those in attendance had a safe and unforgettable time
- Notable Projects: Simplified the conversation partner sign-up and matching procedures on Excel; was selected as the first to participate program where native English-speaking students can assist teachers in an ESL Speaking class

### **PROFESSIONAL REFERENCES:**

**Stacey Chen**, 310-506-4930

Pepperdine University - International Student Services, Assistant Director

**Bridgette Jeffcoat**, 949-784-8530

UCI Continuing Education - International Programs, Activities Manager

### **RELATED SKILLS:**

- |                      |                    |                       |
|----------------------|--------------------|-----------------------|
| • HTML               | • MySQL, NoSQL     | • Google Suite        |
| • CSS                | • NodeJS           | • Intermediate Korean |
| • BootStrap/Tailwind | • MCV              | • Teamwork            |
| • JavaScript         | • Microsoft Office | • Resourcefulness     |