

JEFFREY K. LEVASHEFF

1234 Street Name, Riverside, CA 92507 | (555)555-5555 | first.lastname@ucr.edu | linkedin.com/jlevasheff/

EDUCATION

University of California, Riverside
Bachelor of Arts in History

June 2024
GPA: 3.7

NON-PROFIT EXPERIENCE

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

Administrative Intern

May 2023 – August 2023

- Raised \$1,900 in 21 days by canvassing and advocating on environmental, health and consumer issues.
- Managed a small office; answered phones and provided customer service to ensure all duties were met weekly.
- Wrote and distributed weekly emails, which served as the internal communication for employees.

Community Youth Center, Riverside, CA

Management Intern

August 2022 – December 2022

- Developed organization's first "paperless" client filing system in Filemaker Pro, allowing front-line staff to closely track trends in client needs.
- Liaised with four schools and community allied health agencies; made applicable referrals for specific services.
- Collaborated with a team of 5 Youth Center associates in maintaining a 24-hour telephone service providing detail to customer inquiries.

El Pomar Foundation, Colorado Springs, CO

Media Intern

May 2021 – August 2021

- Created a statewide media contact database of over 550 media contacts in an Excel spreadsheet.
- Generated a contact list of over 1,200 people and facilitated mailing the Annual Report.
- Wrote press releases for media and a monthly e-newsletter for nonprofits nationwide.
- Selected from over 40 applicants to be one of 10 interns at a non-profit serving Colorado.

LEADERSHIP EXPERIENCE

UCR Housing Services, Riverside, CA

Resident Advisor

September 2021 – Present

- Conduct interviews with over 200 student applicants and select 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 aiding their individual needs.

UCR Chancellor Search Committee, Riverside, CA

Student Representative

May 2020– September 2020

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

ACTIVITIES/HONORS

Member, Amnesty International, UC Riverside

January 2020 – Present

Member, Student Association for the Environment, UC Riverside

September 2019 – Present

Dean's Honors List, UC Riverside

December 2020, June 2021, December 2021, March 2022

SKILLS

Language: English and Spanish (bilingual)

Computer: Microsoft Office, Filemaker Pro, Adobe Creative Suite

Social Media: Facebook, LinkedIn, Twitter, Instagram, Pinterest