

JEFFREY K. LEVASHEFF

170 East 6th Street #311, Claremont, CA 91711, 909-804-1578, Jeffrey.levasheff@pomona.edu

EDUCATION

Pomona College, Claremont, CA

Bachelor of Arts in History, expected May 2009

GPA: 3.7/4.0

EXPERIENCE

Head Sponsor, Pomona College Residence Hall Staff, Claremont, CA

August 2008 – Present

- Conducted interviews with over 150 student applicants and selected 56 mentors
- Housed successfully 387 incoming students of Pomona College's class of 2010
- Planned and coordinated a two-week long mentor training program for 56 sponsors
- Provided guidance and support for all sponsors throughout the entire school year

Student Representative, Presidential Search Committee, Pomona College, Claremont, CA

May 2007 – December 2007

- Selected by the Student Council to represent students in a search for the next College President
- Analyzed surveys, chaired focus groups, and created a website to promote transparency
- Contributed to the creation of public documents and selection of a search firm to ensure qualified candidate group

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

May 2007 – August 2007

- Raised \$1900 in 21 days in canvassing and advocacy on environmental, health and consumer issues
- Managed a small office; answered phones and provided customer service
- Wrote and distributed weekly emails, which served as the internal communication for the Center's employees

Management Intern, Community Youth Center, Claremont, CA

August 2006 – December 2006

- Developed organization's first "paperless" client filing system in Filemaker Pro, allowing front-line staff to more closely track trends in client needs and providing evidence utilized in fundraising for new teen daycare
- Liaised with schools and community allied health agencies; made applicable referrals
- Helped maintain a 24-hour telephone service

Media Intern, El Pomar Foundation, Colorado Springs, CO

May 2005 – August 2005

- Selected from over 40 applicants to be one of 10 interns at a non-profit serving Colorado
- Created a statewide media contact database of over 550 media contacts
- Generated a contact list of over 1200 people and facilitated mailing the Annual Report
- Wrote press releases for media and a monthly e-newsletter for nonprofits nationwide

ACTIVITIES

- Amnesty International, Pomona College, 2005 – Present
- Student Association for the Environment, 2007 – Present