

# Jeffrey Smith

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## EDUCATION

University of California, Riverside (UCR)  
**Bachelor of Arts in History**

June 2025  
**GPA: 3.9**

## NON-PROFIT EXPERIENCE

### Administrative Intern

Center of Consumer and Environmental Health Services, Los Angeles, CA May 2023 – August 2024

- 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.

### Management Intern

Community Youth Center, Riverside, CA August 2022 – April 2023

- 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.

### Media Intern

El Pomar Foundation, Colorado Springs, CO May 2022 – August 2022

- 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

### Resident Advisor

Housing Services, UCR September 2022 – 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.

### Student Representative

Chancellor Search Committee, UCR May 2022– September 2022

- 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, UCR

January 2020 – Present

**Member**, Student Association for the Environment, UCR

September 2021 – Present

**Dean's Honors List**, UCR

December 2021, June 2022, December 2022, March 2023

## SKILLS

**Language:** English and Spanish (bilingual)

**Computer:** Microsoft Office, Filemaker Pro, Adobe Creative Suite

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