

JANE JEFFERSON

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OBJECTIVE

To obtain the Project Coordinator position at Social Justice League, Seattle

EDUCATION

Ph.D., Sociology , University of California, Riverside	June 2014
M.A., Sociology , University of California, Riverside	June 2010
B.A., Sociology and History , University of Florida, Gainesville	May 2008

TECHNICAL SKILLS

Languages: Fluent in Spanish, reading proficiency in French and Italian

Software: Adobe CS6, Microsoft Office, Stata

EXPERIENCE

Graduate Researcher Sept. 2008-Present

Sociology Department, UC Riverside, CA

- Planned and implemented three-year major research project
- Analyzed records of inmate mental health records for inmates of the Kern County Women's Penitentiary in the Kern County Public Archives
- Assessed Group Interactive Therapy (GIT) Program mental health outcomes
- Published three essays presenting results of the analysis
- Collaborated with three supervisors from two departments
- Wrote six grant applications and was granted a total of \$45,000 of funding
- Presented analysis to specialized audiences during professional conferences
- Presented topics of mental health awareness and women's mental health to non-specialized audiences at community events

Advisor

Jan. 2011-Present

Sisters in Strength, UC Riverside, CA

- Supervised student organization of forty-eight women
- Doubled membership using organized recruitment efforts
- Served as the point of contact between the Dean of Student Affairs and the student organization
- Ensured proper university paperwork was filed for each organization meeting
- Coordinated fundraising campaign to raise \$16,000
- Enforced risk-management procedures during all events
- Supervised the executive board during the coordination of the annual service event, "Leadership Symposium for High School Women"

Teaching Assistant

Jan. 2010-Present

Sociology and Women's Studies Departments, Riverside, CA

- Maintained confidential student records
- Evaluated student work
- Provided feedback on student assignments during individual consultations
- Coordinated instruction with up to three other teaching assistants for continuity between sections
- Planned lessons and delivered lectures

Coordinator

April 2012-May 2013

Change Through Violence Conference, UC Irvine, CA

- Negotiated details of keynote speaker contract
- Maintained event budget of \$12,000
- Developed print and digital marketing materials
- Invited speakers for five plenary sessions
- Collected proposals and determined which would present at fourteen open sessions
- Supervised catering, campus outreach, social media, and speaker accommodation committees
- Reserved rooms and media equipment
- Created schedule of three-day conference which included nineteen sessions with forty-three speakers and over 300 attendees as well as seven catered events

President

Sept. 2010-July 2011

Sociology Graduate Student Association, UC Riverside, CA

- Assessed the needs of the Sociology graduate student community
- Presented graduate student concerns to the faculty committee
- Served as liaison to the UCR Graduate Student Association
- Developed an application procedure for the SGSA Travel Grant Fund
- Coordinated quarterly fundraising to raise over \$9,000 for the SGSA Travel Grant Fund
- Maintained SGSA website and acted as webmaster for fifty-seven graduate student profile pages