

Jeff Shields

1554 10th Avenue
San Francisco, Ca 94122
(415) 513-5532

OBJECTIVE

To connect neighborhood residents to the on-going City efforts to build and beautify local communities.

QUALIFICATIONS

In the last three years I have researched city policies, interacted with local residents, and worked with many of the various public agencies to better efficiency and accomplish tasks. These experiences have exposed me to the current social and environmental issues facing San Francisco. It has also enhanced my ability to recognize problems and create solutions.

EDUCATION

2005-present: Master's in Public Administration, completing in 2007.

1999-2003: BA in Social Science, Minor in Sociology, CSU Chico.

Certificates & Volunteer Experience

CBEST Certificate
Multiple-Subject Competency Certificate
Tree planting with Friends of the Urban Forest and the DPW
Recycling with the Clean City Coalition
Led a trash pick-up group in San Francisco neighborhoods
High School tutoring

EMPLOYMENT

10/06-present: **Community Programs Assistant**, San Francisco Department of Public Works
Responsibilities: Volunteer coordination, outreach, data entry/analysis, inventory support, supply delivery, event planning, SF City web editing, event support, and street inspection.

07/06-01/07: **Research Assistant**, San Francisco Environment
Responsibilities: Urban forest research and event planning.

07/05-07/06: **Office Assistant**, San Francisco City Hall
Responsibilities: Legislation research, constituent counseling, creating databases, and creating new legislation.

09/04-09/05: **Grocery Clerk**, Andronico's Market
Responsibilities: Stock merchandise, check groceries, order products, and serve customers.

REFERENCES

Liz Lerma: 415-641-2627 (Director, DPW Community Programs)
John Avalos: 415-554-7970 (Legislative Aide, District 6)
Alex Murillo: 415-437-7009 (Public Affairs, DPW)
Jessie Hersh: 415-261-4769 (Gardner, SF Botanical Garden)