

**Julia Westhoff**  
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**Educational Experience:**

**San Francisco State University:** Master's of Public Administration (May, 2008)

**University of Wisconsin – Madison:** B.A. in English (May, 2003)

**University of Pittsburgh:** Semester at Sea (December, 2001)

*Traveled to India, China, Japan, South Africa, Brazil, Cuba, and Singapore to study international relations. Took classes and participated in field studies.*

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**Work Experience:**

**-Equal Access International** – 08/07 to present

*Executive Officer*

Equal Access is an international non-governmental organization that provides information and education about healthcare and social issues through media and outreach in developing countries. Responsibilities include: Researching and cultivating major donors. Researching and writing program proposals. Managing the board and the office. Assisting the Executive Director. Planning and executing events. Writing communications materials. Recruiting and interviewing new staff and volunteers. Updating and overhauling website.

**-Big Brothers Big Sisters of the Bay Area** – 09/05 to 08/07

*KISmet School-Based Coordinator*

Developed and implemented an after-school mentoring program in two school districts in the Bay Area. Worked with local stakeholders to find space and materials. Recruited and retained students and volunteers. Grew the initiative from almost nothing into one of the largest programs of one of the biggest mentoring organizations in the country.

**- Kansas City, Kansas Public Library System** – 03/04 to 08/05

*Youth Services Associate*

Planned and oversaw various events throughout the year, including speakers and reading programs. Ordered books, tutored, mentored and assisted patrons. Updated website. Communicated with Spanish-speaking community. Supervised several assistants. Also acted as a school librarian, since the Argentine Branch Library is both a public and an elementary school library.

**Professional Skills:**

Conversational in Spanish. Expert in MAC OS, HTML, PowerPoint, Excel and SPSS.

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**Internships:**

**-Office of Governor Jim Doyle – Madison, Wisconsin** – 12/02 – 3/03

**-Youth Volunteer Corps – Kansas City, MO** – 08/03 – 10/03

**Interests:**

-Traveling, cooking, reading, running, camping, hiking, and playing soccer.