

Sybil M. Lewis

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EDUCATION

University of California at Berkeley 05/15

B.A Political Economy | GPA: 3.80

PROFESSIONAL EXPERIENCE

Opa! Authentic Greek Cuisine | Palo Alto, CA 09/15–Present

Server

- Wait tables during brunch, lunch, and dinner services.
- Help run food and prepare/serve drinks.
- Have experience serving a section with several tables as well as events with large parties.

U.S. Department of State | Kingston, Jamaica 06/14–08/14

Public Affairs Intern

- Implemented 10+ outreach events to promote educational opportunities for Jamaican youth
- Organized the first Youth Poetry Slam Competition for 50+ contestants and 130+ guests
- Assisted the Political and Economic Section with research and data analysis

International Rescue Committee | Oakland, CA 08/13–05/14

Financial Literacy Intern

- Assisted refugees with understanding financial services and welfare programs
- Prepared and taught a 6 week class for 20+ refugees based on financial literacy concepts
- Completed individualized budgeting sessions with refugees

Center for Environmental Health | Oakland, CA 08/11–05/13

Administrative and Development Assistant

- Managed the donor database (GiftWorks) and created regular database reports
- Conducted research on prospective donors and assisted with preliminary communication
- Helped plan and organize several fundraising events, such as the end-of-year donor gala

The Zookeeper Bistro | Cashiers, NC 05/12–08/12

Server

- Waited tables during breakfast, lunch, and dinner service and assisted the other servers
- Worked with the manager to prepare the restaurant for opening and closing

Café 107 | Cashiers, NC 05/12–08/12

Server

- Waited tables during lunch service and assisted the other servers and bussers

LEADERSHIP & VOLUNTEER WORK

Delta Phi Epsilon Professional Foreign Service Fraternity | Berkeley, CA 12/13–05/14

President

- Directed and represented a 50+ person organization in 50+ professional events
- Led an 8-person executive committee in the coordination of all internal meetings, professional development workshops, external correspondence, and alumni relations
- Managed the execution of a \$9,000+ budget

Suitcase Clinic | Berkeley, CA 01/13–03/14

Caseworker

- Volunteered to provide public health, employment, and housing services to the homeless

SKILLS/HONORS

- Fluent in English, Portuguese, and Spanish
- University of California at Berkeley Honors Roll and Deans List
- Adept in Microsoft Word, Excel, PowerPoint, Adobe, and Photoshop

• References available upon request •