

Victoria Jarvis
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Availability: **Job Type:** Temporary, Term, Detail, Presidential Management Fellows, Recent Graduates, Internships, Telework
Work Schedule: Full-Time, Part-Time, Shift Work, Intermittent, Job Sharing

Desired locations: United States - CA
 United States - CO
 United States - ID
 United States - MT
 United States - NV
 United States - OR
 United States - WA
 United States - WY
 United States - UT

Work Experience: **Backpacking Interest Group** **01/2013 - Present**
 Palo Alto, CA United States **Hours per week: 10**
Backpacking Trip Leader
 Take local girl scouts out on overnight backpacking trips once a month. Instill and enforce proper trail etiquette, leave no trace ethics, camp set up, cooking, safety and other related hiking/camp skills and responsible interactions with the wilderness. (Volunteer position)

Stonemountain & Daughter Fabrics **09/2006 - Present**
 Berkeley, CA United States **Hours per week: 32**
Buyer/Assistant to the Owner
 Interact with fabric sales representatives and select stock based on customer interest and price; fax, email and phone in orders to keep store stocked; perform office administrative jobs to support the staff on the floor as well as the other office staff (copying, filing, spreadsheets, emails, etc); select and mail fabric swatches for mail-order customers; maintain consistent stock in all areas of the store by placing orders as needed; look into fabric requests of customers by calling sources to check availability, delegate duties- Acting as an intermediary, assign tasks to efficiently accomplish daily goals; unload and price shipments; edit email newsletter.

Mills College **01/2010 - Present**
 Oakland, CA United States **Hours per week: 6**
Library Assistant

Answer questions regarding usage of library (books, computers, printers, copy machines, media room, finding material via the catalog and in e-reserves etc); keep count of number of students in library; verify patrons' identity as either students, alums or other authorized users before entering the library; perform library tasks as needed to aid librarians (labeling new books etc); secure windows and doors and arm alarm at closing.

GirlVentures

09/2013 - 12/2013

Oakland, CA United States

Hours per week: 4

Rock Climbing Mentor

Supervisor: Sue Lowley (415-864-0780)

Okay to contact this Supervisor: Contact me first

Teach rock climbing skills to girls in 6-9th grade. Act as a positive role model in the girls' lives while promoting a healthy active lifestyle (discussions on body image, how women are portrayed in society), leadership skills, trust and confidence. (Volunteer position)

Pacific Crest Trail Association/Ridge Trail Association

03/2013 - 10/2013

Various locations, OR United States

Hours per week: 20

Trail Maintenance Crew Member

Spend 3 day sessions at Pacific Crest Trail Association's "Trail Skills College" being trained in trail maintenance and building related skills. I have completed: the 100 track (Basic Trail Maintenance 2 day course), and Basic Saw Crew Training (1 day course). Use skills learned at "Trail Skills College" to apply to trail maintenance volunteer work for numerous trail maintenance projects that for me included: drainage construction, tread reconfiguration, brushing, and stone check staircase construction. (Volunteer position)

Photobooth Services

01/2011 - 09/2013

San Francisco, CA United States

Hours per week: 1

Photobooth Mechanic/Representative

Find new clients to house vintage analog/chemical photoboos confirming that the venue, location of booth, and clientele, are conducive to a profitable booth. Maintain photoboos by visiting them regularly to change chemicals and make mechanical adjustments.

Two Sentinels Girl Scout Camp

07/2013 - 08/2013

Kirkwood, CA United States

Hours per week: 40

Backpacking Trip Leader/Camp Counselor

Spend week long camp sessions living outside with campers. Take girls out on multi-night backpacking trips, teach proper wilderness ethics (leave no

trace), lead crafts, singing, and supervise meals, swimming, canoeing, administer first aid as needed etc. (Volunteer position)

Big City Mountaineers **05/2013 - 06/2013**
 Richmond, CA United States **Hours per week: 48**

Trip Leader/Mentor
 Take under served urban teens on day hikes and overnight backpacking trips. Curriculum improves integrity, self- esteem, responsibility, decision-making abilities and communication skills through appreciation, respect and awareness of the wilderness around us. (Volunteer position)

Waiheke Alpaca Stud **09/2010 - 10/2010**
 Waiheke Island, North Island New Zealand **Hours per week: 20**

Farm Hand
 Feed chickens and alpacas, train alpacas on harness for shows, give them medication, assist in sheering, remove feces from pasture, round up alpacas for transportation to other farms/shows, check pregnant mothers regularly for birthing, help aid correct positioning in the mating of two alpaca.

Exploring New Horizons Outdoor School **04/2002 - 05/2003**
 Loma Mar, CA United States **Hours per week: 40**

Camp Counselor
 Be a live-in counselor for 12 middle school students. Lead them on hikes, educational events and mini trips, eat meals and bunk with them in a cabin for week long sessions. (Volunteer position)

Education: **Mills College** Oakland, CA United States
 Bachelor's Degree 05/2008

Castro Valley High Castro Valley, CA United States
 High School or equivalent 06/2003

Language Skills:	Language	Spoken	Written	Read
	French	Intermediate	Intermediate	Intermediate

Affiliations:
 Pacific Crest Trail Association - Member/Volunteer
 Forest Fire Lookout Association - Member
 Bay Area Ridge Trail - Trail Maintenance Volunteer

References:	Name	Employer	Title	Phone	Email
	Suzan Steinberg (*)	Stonemountain & Daughter Fabrics	Owner/my boss	510-845-6106	fabriclady3@gmail.com
	Kathy	Keiser Permanente	Pediatrician	925 465	

Nancy	Kaiser Permanente Physician	725-405-4135	tsstaar@yahoo.com
Gallagher			
Christine		650-823-2521	chrisfawcett@sbcglobal.net
Fawcett			
Michael Beller	Mills College	Reference	
(*)		Librarian/my boss	510-430-2051 mbeller@mills.edu

(*) Indicates professional reference

Additional Information:

I help maintain a privately owned cabin that is surrounded by Forest Service land in the backcountry near Lake Tahoe. I help clear the trail (using chainsaw etc), change out the propane tanks, pump water into a cistern and perform other maintenance (digging pit toilet hole, chopping wood etc).

Certified in:

- First Aid
- Wilderness First Aid
- CPR for the Professional Rescuer
- Lifeguarding (including open water training)