

Feven Netsanet

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EDUCATION:

University of Colorado, Boulder, CO

B.A. Ethnic Studies

Sept 03 - May 08

Universidad de Guadalajara, Guadalajara, Mexico

May 07 - Sep 07

Pontificia Universidad Católica Madre y Maestra

Sept 07 - Dec 08

LANGUAGES:

Trilingual

English: Proficiency Excellent oral and written

Spanish: Proficiency Excellent oral and written

Amharic: Proficiency Excellent oral

EXPERIENCE:

City Council of Denver

Aide II to Councilwoman Kniech

Jun 13 – Present

- Takes on added responsibilities when requested; completes multiple work assignments on time; learns new skills to enhance own work and teaches others.
- Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern and politeness to others and relates well to different people from varied backgrounds and different situations.
- Recognizes or uses correct English grammar, punctuation and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.
- Listens to moderately complex or detailed information to acquire a working knowledge about a topic or assignment; responds appropriately.
- Explains general information of moderate difficulty to individuals or small groups both in one-way communication and with significant exchange of information.
- Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.
- Sets general goals and priorities for own work; carries out several assignments simultaneously; completes assigned work on time.
- Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.
- Knowledge of rules, policies and procedures regarding assigned management functions sufficient

- Knowledge of budget policies and procedures sufficient to be able to assume budgetary responsibilities as required.
- Skill in independently adapting, interpreting and applying written guidelines, precedents and Skill in analyzing current operations, policies and procedures and assisting in implementing change.
- Skill in utilizing the principles and practices of effective and persuasive communication
- Skill in researching and analyzing information related to the work

**New Era Colorado
African American Organizer
Jun 11 - July 2013**

Civic Engagement

- Run a voter education and turnout program with the goal of increasing the vote share of young African American voters
- Continually engage the African American community on an ongoing basis on issues and relevant legislation, policy, etc

Leadership Development

- Lead a structured volunteer recruitment, management, and leadership development program targeting African American youth in the Denver Metro area
- Develop and execute an intern leadership development program which pertains to the local African American community

Coalition Work

- Work as a member of a coalition of organizations that incorporate African American organizing as part of their mission
- Assist with creating coalition plans and collaborative projects in the African American community
- Develop, maintain, and coordinate effective relationships between and among relevant statewide African American organization

**Wells Fargo Bank
Aug 09 - June 2011
Personal Banker
Sales Bronze
1st 2nd 3rd quarter**

- Provide efficient, courteous and knowledgeable service to the customers
- Open and maintain personal accounts
- Ensure adherence to Federal and Corporate regulations
- Track sales both personal and store sales

Lead Teller

Sales Gold

1st quarter

Teller

Sales Bronze, Silver

1st quarter 2nd quarter

Paychex Inc

Oct 08 – Jul 09

District Sales Assistant

- Assisting incoming callers and working closely with the office manager
- Performing basic office duties and responsibilities
- Support staff in assigned project based work in close relations with Sale Manager
- Tracking and insuring sales goals trough administrative tasks.

Boulder YWCA

Jan08 - May 08

Assistant Teacher

- Managed Children's Alley Preschool
- Provided care and educated children in a class of students; ages 18 months to 12 years of age.
- Usage of art, music, reading and games as important tools of education and socialization of children.
- Entrusted with administrative tasks: Planning of daily activities, inspection of student's progress and reporting to program director as well as parents.

University of Colorado Student Union (UCSCU)

Aug 06 - May 07

Student Body Representative at Large

- Proposed and Promoted student related legislation
- Participated in the finance committee, which managed and allocated \$30 million for 12 University of Colorado at Boulder cost centers
 - Allocation of Funds between 12 cost centers
 - Proposal and approval of annual budget
 - Overseeing, amending and passing changes to current budget for current needs.

Academic Excellence Program

Aug 04 - Jun 06

Office Assistant

- Counseled incoming freshmen of first generation and/or low-income backgrounds

- Prepared and gave workshops to students on different aspect of campus life and necessary skills for success in academia
- Managed office supplies and answered phones and directed scheduling
- Organized meetings for both staff and students of the program
- Coordinated student and staff volunteers for the annual summer ready orientation program.

Ethnic Living and Learning Community

Teachers Assistant

May 2004- May 2005

- Taught leadership for the 21 century through workshops and lectures
- Assisted in the development of a curriculum designed to illustrate leadership through discussion of current events, the American political public, interculturalizm and social development.
- Encouraged and taught ways in which students could develop a personal definition of social progress and articulate their desired role in achieving social change.

SKILLS:

- Expert skills in: MS word, Excel, PowerPoint, and Outlook