

Résumé

Bob Offer-Westort
702 Oak Street
San Francisco, CA 94117
(415)863-9758
Bob@pathawi.net

Education

B.A., Cultural Anthropology, Friends World Program of Long Island University

Work Experience (since 2002)

Current (San Francisco, California)

Freelance Database Management and Web Design Consultant

- Manage one FileMaker Pro database for a local non-profit
- Assist one local non-profit with Website maintenance and update

August 2005 - November 2005 (San Francisco, California)

Personal Assistant for Disabled Senior Citizen

- Cooked breakfast every morning
- Assisted in dietary planning, food shopping
- Cleaned a small apartment
- Ran various errands
- Helped with bathing

March 2005 - May 2005 - Sunset Neighborhood Beacon Center (San Francisco, California)

Student Tech Corps Instructor

- Taught basic computer science and repair to seventh graders

Reason For Leaving: Program ended with school year.

September 2004 – February 2005 – EyeBite Productions (San Francisco, California)

Consultant

- Wrote grant applications
- Handled sales and shipments
- Repaired (but did not design) Website
- Oversaw all administrative aspects of organization, including accounting

Reason For Leaving: I transitioned from regular employ to occasional consulting.

June 2004 – August 2004 – On Lok SeniorHealth (San Francisco, California)

Development Associate

- Produced quarterly donor newsletter
- Conducted regular interviews with participants and employees
- Managed department Raiser's Edge database

Reason For Leaving: Educational benefits at another organization. On Lok is incredible; I still volunteer there.

March 2003 – January 2004 – Big Brothers Big Sisters of Dane County (Madison, Wisconsin)

Development Associate

- Hired six weeks prior to major bowling fund-raising event; conducted successful event
- Placed in charge of major raffle event one month prior to drawing with ticket sales dramatically behind previous years'; sold more tickets (8,300) than in any prior year
- Helped plan and direct golf donor cultivation event
- Planned and executed annual mail appeal
- Restructured Fund-Raising and Development department
- Assisted IT Coordinator in rehabilitation of large Raiser's Edge database gone wrong

Reason For Leaving: I had originally been hired on a temporary basis, and my promotion was unexpected and due to surprising circumstances. I stayed long enough for the department I headed to stabilize, helped hire my replacement, and then moved to San Francisco, as I had planned to do months earlier.

February – December 2002 – Bachelor's Thesis Research (Adwafo, Ghana)

- Conducted independent field and library research in Asante culture and history

Other Positions Include:

Substitute Teacher (2003); State Park Interpreter (2001); HTML Instructor [Bangalore, India] (2001); Teacher's Aide for Developmentally-Delayed Children (2000); English Teacher/Counselor for Drug-Addicted, Sexually-Abused, or Orphaned Youth [Kanchanaburi, Thailand] (2000); Dairy Farmhand (1998-1999)

Skills

Computer Skills

- Comfortable with multiple operating systems (Macintosh, Windows, DOS, UNIX/Linux)
- Competent user of most general office applications, including Microsoft Office
- Regular user of various DBMSs (Raiser's Edge, FileMaker Pro, MySQL)
- Familiar with various Web browsers; FTP, e-mail, and Telnet clients
- Learns computer skills quickly
- 70-100 wpm typing speed (varies)

Computer Languages

- X/HTML (highly competent)
- CSS Levels 1, 2 (highly competent)
- JavaScript (competent)
- Perl (competent)

Languages

- Thai (fluent)
- Asante Twi (fluent)
- Spanish (moderate)
- Kannada (moderate)
- Highly competent writer and editor

References available upon request.