

# Steven A. Bowman

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## QUALITIES

- Highly detail-oriented; skilled at editing literature for grammar and flow
- Familiar with MS Office and Adobe Photoshop; fast learner of new programs/systems; 95 wpm
- Enthusiastic about working and communicating with others easily and productively
- Experience in building international interpersonal relationships; learning customs
- Skilled in both customer service and public speaking; clear and understandable diction
- 3 years written and oral Mandarin Chinese language experience
- French language fluency, 11 years academic experience

## EDUCATION

- Sep 2006 – Aug 2010     *University of California, Riverside, Riverside, CA*  
Bachelor of Arts degree: Language major  
Concentrations: French and Chinese literature and language
- Jun 2008 - Aug 2008     *University of California, Los Angeles, Los Angeles, CA*  
Intermediate-Level Chinese Intensive Language Program
- Sep 2002 - Jun 2006     *Alameda High School, Alameda, CA*  
High School Diploma

## RESEARCH EXPERIENCE

- Mar 2010 – Jun 2010     Special Studies with Professor *Yenna Wu*, Director of Asian Languages and Civilizations at UCR, in Contemporary Chinese Literature
- Contemporary works of Chinese fiction and criticism thereof
  - Individual work with the professor to produce a report based on this research

## WORK EXPERIENCE

- Oct 2005 - May 2006     Office Assistant, *Alameda Publishing Group, Oakland, CA*
- Utilized a variety of software, including Microsoft Office and FileMaker Pro to maintain and organize data.
  - Distribution of literature to neighborhood businesses and dissemination locations
  - Processing, sorting, and inventory of incoming print shipments
  - Stockroom structuring post-relocation in June 2006
- Jun 2006 - Sep 2006     Temporary Assistant, *Lake Merritt Dental (formerly Nobu Dental), Oakland, CA*
- Extensive correspondence (case compilation and letter drafting) with IRS due to transition-of-management tax and accounting issues
  - Used QuickBooks to practice general accounting and produce income reports
  - Marketing strategy and online image development (web 2.0 and promotional services)

- Jun 2007 - Sep 2007 Server, *Xyclo Restaurant*, Oakland, CA
- Jun 2008 - Aug 2008 Graphic Designer and Consultant, *Bowman Consulting*, Alameda, CA
- Worked with Adobe Photoshop and Microsoft Publisher to create pamphlets, brochures, and flyers for real estate offerings and Realtor copywriting
- May 2009 - Present English Tutor and Cultural Liaison, *Self-Employed*
- While in Riverside, held private English tutoring sessions in advanced written and spoken English, editing college-level compositions for grammatical correctness
  - After leaving Riverside, maintaining correspondence with both previous and new international students, providing virtual tutoring assistance
- Sep 2010 - Present Project Manager/Admin Assistant, *Alameda Publishing Group*, Alameda, CA
- Creating and managing a database of advertisers in a parenting publication with circulation of more than 30,000
  - Proofreading ads and remaining in frequent contact with advertisers to prepare ads for publication

## EXTRACURRICULAR ACTIVITIES

- Mar 2008 – Jun 2010 Conversation Partner/Tutor, *UC Riverside International Exchange Program*, Riverside, CA
- Interacted with over 20 students, primarily from China, Korea, and Japan, on a frequent basis (4x/week)
  - Assisted in building skills in English conversation as well as American culture
- Jun 2009 Community Disaster Education, *American Red Cross of Greater LA*, Los Angeles, CA
- Dec 2008 Volunteer, *Alameda Family Service League*, Alameda, CA
- Designed brochure for Holiday Home Tour 2008: photographed Home Tour homes, compiled images, general copywriting
- Sep 1994 - Jun 2006 Junior Assistant Scoutmaster, *Alameda Boy Scout Troop 11*, Alameda, CA
- Planned group outings and developed schedules for weekly meetings
  - Provided guidance to younger scouts and assisted with their advancement
- Sep 2005 - May 2006 *California YMCA Youth & Government, Downtown Oakland Delegation*, Oakland, CA
- 57th Model Legislature/Court: Member, Board of Equalization
- 58th Model Legislature/Court: Finalist, National Issues Commission
- Independently drafted a bill regarding a nationally relevant issue that progressed to the final ten presenters among 200 participants
  - Presented this bill to an audience of hundreds at the State Capitol, which passed

## AWARDS

- May 2003 Semifinalist, *National Merit Scholarship Program*