

## Jonathan Ah Kit

59 Saratoga Ct, Wilkes Barre Township, PA 18702 – (814) 753-4424 – jonathan@metalab.unc.edu

### OVERVIEW

---

- Youth events for teens
- Office administration
- Copyright issues
- Customer service
- Non-profit experience
- Computers and online media

### EDUCATION

---

#### Victoria University of Wellington

Graduated 2007

*Karori, Wellington, New Zealand*

Bachelor of Arts – Education and Gender & Women’s Studies

Graduate Diploma in Arts – Gender & Women’s Studies

- Graduate Speaker – May 2006

#### Pennsylvania State University

Spring 2007 to Fall 2007

*University Park, PA*

- Dean’s List – Spring 2007

### EXPERIENCE & HIGHLIGHTS

---

#### Teaching

- Volunteered as part of a group that ran city-wide youth events for up to 100 high school-aged city residents
- Acted as a teaching assistant for Gender & Women’s Studies lecturer, taking notes and giving lectures
- Digitized historic books, primarily on New Zealand public health, providing them online for academic use

#### Office Technology & Internet

- Handled content management of website with 672 visitors a month
- Managed a charity’s on-campus reception, office administration and local meetings
- Assisted in policy oversight as the member of a board governing New Zealand’s .nz Internet domain space

#### Non-profit

- Experience in web-based community outreach
- Worked with stakeholders to improve face-to-face outreach with college students
- Trained for AIDS prevention instruction and outreach

#### Customer Service

- Made outgoing reminder calls to existing consumer credit customers on behalf of the credit card division of a bank
- Assessed individual customers’ needs and preferences to provide personalized service

### EMPLOYMENT & HISTORY

---

- Bank of America, Telephone Sales Associate (Summer Contract), State College, PA, July 2008 to August 2008
- Student Christian Movement Aotearoa Inc, National Committee Member, Wellington, New Zealand, July 2004 to December 2006
- Internet Society of New Zealand Inc, Councilor, Wellington, New Zealand, October 2001 to July 2005
- Hutt City Council, Youth Council Member, Lower Hutt, New Zealand, May 2005 to October 2007

### OTHER

---

- Computer Skills: Microsoft Windows, Microsoft Office, EndNote, Acrobat, Ubuntu Linux, and Secure Shell proficiency
- Online Media Skills: E-mail, Facebook, Twitter, Flickr, GNU Mailman, Google Apps, e-book conversion, and copyright expertise