

# Cody Lev

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570 Martin Street  
Philadelphia, PA 19128

## Education

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**B.S. in Business Administration, Kutztown University of Pennsylvania**  
**Major:** Marketing      **Minor:** Professional Writing

Kutztown, PA  
May 2008

## Skills

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- |                           |                        |                      |
|---------------------------|------------------------|----------------------|
| ▪ Social media management | ▪ Project management   | ▪ Problem solving    |
| ▪ Writing/grammar         | ▪ Multitasking         | ▪ Oral communication |
| ▪ Presentation/design     | ▪ Community engagement | ▪ Time management    |
| ▪ Customer service        | ▪ Creativity           | ▪ Analytics/strategy |

## Program Repertoire

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- |                     |                          |                  |
|---------------------|--------------------------|------------------|
| ▪ Clip Studio Paint | ▪ Google Drive Suite     | ▪ Streamlabs OBS |
| ▪ Procreate         | ▪ Microsoft Office Suite | ▪ Adobe Acrobat  |

## Work Experience

### TWITCH.TV

*Twitch Streamer*

Philadelphia, PA  
Aug 2018 - Present

- Manage social media accounts and engage community of followers
- Create monthly schedules, following through on them and adjusting on demand when necessary
- Use OBS Streamlabs to produce live show, including graphic creation and layout design
- Entertain viewers while troubleshooting any issues that occur, from disruptive viewers to stream glitches

### FOCUS FORWARD

*Proofreader*

Wayne, PA  
Oct 2016 - Present

- Proofread transcriptions for verbatim accuracy, formatting, and other grammar issues
- Completely revise documents in-house for project managers when necessary
- Offer critical feedback to transcribers for future transcriptions

### LUCKY VITAMIN

*Product Content Specialist*

Conshohocken, PA  
Nov 2015 - June 2016

- Reinstated items no longer live on LuckyVitamin.com
- Updated product descriptions, ingredients, specialties, and other data in company database
- Worked with category managers to obtain necessary information to complete projects
- Photographed new/updated packaging to be used on LuckyVitamin.com

### PRIVATE SENIOR CITIZEN CARE

*In-home Care Assistant*

Philadelphia, PA  
Nov 2014 – Nov 2015

- Overnight care, emotional support, and social companionship
- Provided scheduled and on-call transportation for grocery shopping, social events, and errands

**eBAY***Sales Manager*

Philadelphia, PA

Aug 2013 – Present

- Processed over 70 listings to date with an overall value of \$3,000 and perfect feedback rating
- Research items and write descriptive copy, using keywords to maximize views per listing
- Provide customer service for items listed and sold

**AMERIGAS***IT Help Desk Analyst (Temp)*

King of Prussia, PA

June 2011 – Sept 2011

- Duties included PC imaging, software installations, and troubleshooting helpdesk issues
- Provided phone, desk-side, and remote support in the field and corporate offices
- Used ticketing system to keep track of and complete assignments in a timely manner
- Shipped necessary equipment to employees in the field

**CROWNE PLAZA***Front Desk Agent/Supervisor*

Feasterville-Trevose, PA

July 2009 – Oct 2010

- Checked guests in and out in a timely and courteous manner
- Responsible for the safety and well-being of guests in over 200 rooms
- Sold hotel to potential clients by giving site tours of rooms and banquet hall
- Promoted to Front Desk Supervisor in September 2010

**THE KEYSTONE NEWSPAPER***Copy and Line Editor/Columnist (Kutztown University)*

Kutztown, PA

Sept 2005 – Jan 2008

- Edited articles using AP style
- Wrote columns and extensive reviews for newly released video games and movies
- Wrote articles discussing current events and games played by the Philadelphia Flyers
- Awarded “Reporter of the Month” for February 2006

**INFORMATION TECHNOLOGY DEPARTMENT***Help Desk Technician (Kutztown University)*

Kutztown, PA

May 2007 – Aug 2007

- Responded to calls around campus and repaired various electronics (PCs, laptops, printers, PDAs)

**WALT DISNEY WORLD***Cast Member (Seasonal)*

Orlando, FL

May 2004 – Dec 2006

- Obtained beneficial time management skills while dealing with over 500 guests every hour
- Maintained safety and well-being of guests and other cast members
- Interacted and collaborated with other cast members on a daily basis
- Aided guests with information, services, and issues

**REFERENCES**

Available upon request