

Dani Zeghib

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Accomplishments

Thesis project coöp-flex accepted into Architectural Record's student design showcase, and later highlighted as a "Top 10 Reader Photo" on the AR website (<http://tinyurl.com/art10>)

Within a team of two in a UO landscape + architecture studio, redesigned 36 blocks of downtown Eugene. Scheme selected as Landscape department head's favorite & displayed in city planning office.

From among 120 students within a team of 4, crafted winning response to a mock RFP in a U of O pro-practice course competition. (<http://iamdezigner.com/rfp.pdf>)

Researched, designed, and delivered a successful 45-minute presentation on ergonomics and preventing repetitive strain at a bi-annual conference for captionists (<http://tinyurl.com/ergoTW>)

seeks to contribute in an Urban Design + Planning capacity.

Experience

Real-Time Captionist / Written Interpreter, PCC, PPS, and national universities (Portland 2010 - present)
Provide speech-to-text captioning in real time for deaf, hard-of-hearing, and learning-disabled students.

- Caption complex coursework such as Aviation, Construction, Algebra, Immunology, Organic Chemistry, Physics, Psychology, Russian Literature, Speech, French, History, Technical Writing, Geology, etc.
- Accurately and completely interpret presented material into succinct, grammatically-correct ideas while conveying intended meaning and tone. Keep pace with instructors who speak quickly and/or with accents.
- Diagnose, troubleshoot, and maintain equipment, hardware, and software.

Energy Coordinator, LiveLight Energy LLC (Portland 2010)

The small size of the company enabled me to contribute in many roles including design, sales, and marketing.

- Write and edit articles for Solar Oregon and represent LiveLight at various trade organizations. Educate the public about the value of solar energy and available incentives while generating leads at home shows.
- Compose bids, proposals, and estimates for projects both large and small.
- Design and 3D model both PV and solar thermal systems

Marketer & Spokesperson, Local and National clients (San Francisco, New York, Portland 1999 - 2013)

Enthusiastically engage the public as a spokesperson for myriad national and international brands.

- Became go-to spokesperson within just a few months after working with many new agencies due to reliability, professionalism, and enthusiasm. Consistently requested by managers for high-profile events.
- Events include Portland Home & Garden Show, Better Living Show, Portland Auto Show, LPGA, CES, etc.
- Brands include SolarWorld, Cover Girl, Dove, G.M., Nexus, Nordstrom's, Olay, Oral-B, Pantene, Vaseline, Kroger, Nespresso, Ocean Spray, Pedialyte, Quizno's, Safeway, Whole Foods, Guinness, Sam Adams, etc.

Human Resources Supervisor, United States Census Bureau (Portland 2009)

Empower a team of 20 clerks to ensure timely and accurate processing of personnel and payroll actions for up to 1500 field and office employees.

- Coordinate the activities of team members assigned to payroll, employee selection & hiring, personnel actions, and supply management. Maintain flow and quality of work and adjust as needed.
- Train and advise colleagues on software (e.g. PeopleSoft, Microsoft Word, Access, and Excel).
- Teamed with another supervisor to design and implement an office-wide employee rewards program, resulting in increased morale and productivity among office staff.
- Promoted to supervisor from clerk position after just one month of Census employment.

Teaching Fellow, U. of O. Environmental Studies and Humanities Departments (Eugene 2006 - 2007)

Teach college-level coursework to students of diverse backgrounds. Prepare engaging lesson plans for 50 students each week; facilitate learning through discussion, lectures, written assignments, and testing. Develop rubrics. Assign course grades.

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Volunteer

Friends of Trees Crew Leader
Lead and train volunteer groups on neighborhood street tree plantings.

Portland Neighborhood Emergency Team
In case of disaster, help with immediate relief and recovery efforts in my neighborhood.

Habitat for Humanity
Help build homes for Portland families in need.

Activities

woodworking
vegetable gardening
design/building an ADU

Legal Secretary, Sullivan & Cromwell LLP (New York 2002 - 2004)

Provide technical and administrative support to three litigators in a top-tier international corporate law firm.

- Meticulously compose and edit confidential documents including letters, memos, minutes, contracts, briefs, and dictation under stringent time constraints and among conflicting demands and priorities.
- Proofread and edit correspondence and legal documents for grammar, spelling, punctuation, clarity, and style.
- Accurately log all billable hours. Coordinate meetings, maintain calendars, arrange travel.

Server (and actor), Trattoria Dell'Arte, La Bonne Soupe (New York 2000 - 2002)

Work closely with both front- and back-of-house staff to provide guests an enjoyable dining experience, while ensuring the restaurant is operating smoothly and efficiently. Employ knowledge of menu ingredients and wine pairings to personalize guest meals. Take orders, answer questions, prepare beverages, and deliver food. Process payments. Clear and set tables. Provide reception support.

Client Care Specialist, BMW of San Francisco (1999 - 2000)

Collaborate with new car sales associates and liaison with management to ensure that, from the moment clients and customers enter the dealership, they are provided a level of service and attentiveness that anticipates their needs and exceeds their expectations.

Editorial Assistant / Office Manager, Journal of Marketing Research, U.C. Berkeley (1997 - 1999)

Partner with editor to deliver a high-quality and consistently on-schedule quarterly publication.

- Coordinate prompt review of submitted manuscripts. Ensure confidentiality. Exercise tact. Establish priorities. Meet deadlines. Develop procedures, generate reports, balance ledgers, maintain database.
- Designed relational database and developed software protocols to reduce manuscript turnaround time by 30%.
- Developed & implemented strategies that saved over 60% in postage and mailing expenses.

Skills

machine: SketchUp, AutoCAD, some Revit, PhotoShop, Illustrator, InDesign, Acrobat Pro, Word, Excel, Access, PowerPoint, Prezi, Outlook, some HTML/CSS, type 80 wpm. **hand:** drafting, measured perspectives, physical models, colored pencil, marker, watercolor, ink, power tools. **brain:** systems thinker, problem-solving, proactive, contextual response, eco-savvy. **human:** collaborative communicator, win-win-seeking, initiator. **ear:** fluent French, near-fluent German, some Spanish.

Education

University of Oregon | Master of Architecture candidate

thesis: coöp-flex: flexible lifespan- and transit-oriented sustainable mixed-use infill housing in Seattle
selected studios: reMapping downtown Eugene (new-urban design) | adaptive re-use of 1930's warehouse to call center | gridshell farmer's market (riverfront brownfield site) | wild urbanism (mixed-use +9-acre habitat restoration)
Community Planning Workshop: Within a team of 7, research and write the *City of Lebanon Parks Master Plan* (2006). Research the community, take parks inventory, perform needs assessment, design park guidelines, provide recommendations. (<http://www.ci.lebanon.or.us/Modules/ShowDocument.aspx?documentid=317>)
involvement: Campus Planning Committee, Center for the Advancement of Sustainable Living, KWVA

Fashion Institute of Technology, New York City | color theory, presentation techniques, drafting, interiors

University of California at Santa Cruz | B.A. in Philosophy, minors in French & German

Georg-August Universität, Göttingen, Germany | one year study abroad

Atlantic Theater Co. Professional Acting School, New York City | acting, improvisation, speech