
Eva J. Friedberg

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OBJECTIVE STATEMENT

To bring organizational efficiency and strong financial management to small and emerging businesses.

- EXCELLENT WRITING AND EDITING SKILLS
- KNOWLEDGE OF FINANCIAL AND MANAGERIAL ACCOUNTING
- LEADERSHIP & PROJECT MANAGEMENT SKILLS
- EXCEPTIONAL ORGANIZATIONAL SKILLS
- SOCIAL, FRIENDLY AND GOOD COMMUNICATOR
- PASSIONATE ABOUT COMMUNITY DEVELOPMENT AND URBAN PLANNING

PROFESSIONAL EXPERIENCE

Business Manager

Evri GIS Consulting, San Diego

(January/2009-Present)

- Manages finances for a small emerging business.
- Responsibilities include setting up and facilitating payroll, accounts payables and receivables, bookkeeping, serve as human resources point person on all internal employees and outside contractors.

Lecturer

University of San Diego, Department of Art, Architecture + Art History

 (September/2006 – Present)

- Lecturer of undergraduate lower division and upper division lectures, and advanced seminar courses in architecture, urban studies, and art history.
- Developed courses, wrote syllabi, selected course texts and screenings, wrote assignments and planned class sessions—including lectures, discussion, and other learning activities. I was the sole instructor for these courses. (5-40 Students)

EDUCATION

- PhD in Visual Studies, University of California, Irvine (Summer 2009)
- Emphasis in Critical Theory, University of California, Irvine, Critical Theory Institute (Summer 2009)
- MA in Visual Studies, University of California, Irvine (Winter 2004)
- BA with Departmental Honors, University of California, Berkeley, Interdisciplinary Studies Field
Major: Visual Studies and Mass Culture (2001)

VOLUNTEER WORK & PROFESSIONAL DEVELOPMENT

- Completion of accounting courses in Financial Accounting and Quickbooks workshops (2013-2014).
- Co-Managing Editor, Founding Editor, Article Editor *Octopus: A Visual Studies Journal*, published by the graduate students in the Visual Studies Program at UCI (2003-2008).
- Teaching Assistant Consultant (now Pedagogical Fellowship Program), University of California, Irvine, Instructional Resource Center, (2004-2005).