

Vivian Le

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EDUCATION

University of Southern California (GPA: 3.83) Los Angeles, CA (August 2014 – Present)
Biochemistry B.S., Philosophy B.A.

Honors: Presidential Scholar, USC Dornsife College of Letters, Arts, & Sciences Dean's List (2014-15),
Thematic Option Honors Program

Stanford University High School Summer College Stanford, CA (June 2013-August 2013)
Adolfo Camarillo High School (GPA: 4.71) Camarillo, CA (August 2010- June 2014)

Honors: Principal's Honor Roll, Distinguished Student, GPA Awards, Department Awards

ACTIVITIES

Alpha Phi Omega (National Service Fraternity) Los Angeles, CA
Active Member (February 2015-Present)

Completed over 25 service hours per semester in a variety of volunteer events, such as assisting the homeless, tutoring children, and working with other nonprofit organizations. Consistently participate in weekly meetings, fellowship events, and interchapter events to develop leadership and promote friendship

Alpha Family Head (May 2015-December 2016)

Created and executed multiple fellowship events for Alpha Family members as well as a key day-long event to help incorporate new members into the chapter, designed and ordered apparel

Design for America Los Angeles, CA
Team Sustainability (January 2016-Present)

Participated in social entrepreneurship by utilizing creative design thinking to tackle social and environmental challenges in society. Participated in semester long projects that relied heavily on organization and teamwork.

Lien Doan Chi Lang (Boy Scout Troup 279 & Girl Scout Troup 1279) Westminster, CA
Assistant Troop Leader (February 2014-October 2014)

Planned camping events, planned large-scale games to promote the bonds between scout brothers and sisters, developed scout ventures and cadets as leaders, taught basic survival and other scout skills

WORK EXPERIENCE

June 2014 to August 2014	File clerk — <u>Law Office of Hogan & Hogan</u> Organized and filed litigation files, checked client receipts, and retyped necessary documents
December 2014	Book Keeper — <u>Law Office of Hogan & Hogan</u> . Ensured that financial records in the operating and trust accounts corresponded properly with online records in Quickbooks and referenced old checks
June-July 2015	Case Managing Assistant — <u>Law Office of Hogan & Hogan</u> Organized and ensured that litigation files met the Florida Bar Standards, included cross referencing old checks and financial records

SKILLS

- Conversationally Fluent in Vietnamese
- Basic Proficiency in Spanish Language
- Microsoft Office proficiency
- Basic proficiency in QuickBooks