

CODY LIM

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Campus Address

1294 West 29th Street
Los Angeles, CA 90007

Objective

My goal is to find a stable yet challenging position so that I can work with an organization in order to grow professionally and build a network amongst my peers. I seek a position that may not only utilize and improve my current skills but also allow me to learn new ones, all while achieving organizational aims.

Education

University of Southern California

Aug 2013 - Present
Major(s): Biomedical Engineering

Experience

Annenberg Facilities & Technology

Administrative Assistant

Sep 2014 - Present

- Coordinate with other departments like technical support to maintain a stable, issue-free environment
- Assist Annenberg students, faculty, and staff with a multitude of spontaneous problems
- Oversee receptionist area, including greeting visitors and responding to telephone and in-person requests for information

Joint Educational Project

Teaching Assistant

Jan 2015 - May 2015

- Coached students in mathematics
- Put emphasis on students who fell behind curriculum in order to help them catch up

American Youth Soccer Organizaiton

Assistant Coach

Oct 2011 - June 2013

- Supported the head coach in planning for training sessions and practice matches
- Observed individual player and team performance and made necessary improvements
- Ensured discipline among players during warm-up and practices

Additional Experience

LACES Leadership

Sep 2010 - Jun 2013

- Worked in a committee and helped manage finances for class of 2013
- Acted as liaison between administrators and students
- Planned and hosted schoolwide events, like Talent Show

Skills

- Great listener and communicator who effectively relays information
- Analytical thinking for identifying and improving processes
- Flexible team player who can prioritize and juggle multiple concurrent projects