

Nicole Jao

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EDUCATION

University of Southern California, Marshall School of Business

Los Angeles, CA

Bachelor of Science in Business Administration

May 2020

Minor in International Relations

Minor in Computer and Digital Forensics

Relevant Coursework: Communication Strategy in Business, Marketing Fundamentals, Applied Business Statistics, Cyber Law and Privacy

EXPERIENCE

Security and Political Economy Lab

Los Angeles, CA

Lead Research Assistant

May 2017 – Present

- Synthesized concise, yet thorough reviews of works pertaining to the ongoing territorial dispute in the South China Sea for professors to use in their publications
- Learned to compose various writing pieces, such as grant proposals and op-eds, to communicate the lab's work and efforts to appropriate audiences
- Developed mastery of reading large volumes of literature in a timely manner and distinguishing relevant information
- Organized a nascent outreach team to promote the lab's work internally within USC and externally across other institutions to receive thousands of dollars in funding

LEADERSHIP & INVOLVEMENT

Alpha Phi Omega

Los Angeles, CA

Vice President of Service

September 2016 – Present

- Volunteered 150+ hours of service to impoverished communities in the greater Los Angeles area
- Coordinated weekly, regular service events for a student organization of 125 active members
- Acquired experience in collaborating and resolving scheduling conflicts with various community leaders, as well as with a diverse executive board of students

Kid City Hope Place

Los Angeles, CA

College Mentor

September 2017 – Present

- Provided mentorship to high school students from local South Central high schools
- Engaged with a high school senior one-on-one to improve critical writing skills and produce strong personal statements for college applications
- Developed different strategies in communicating effectively with teachers and parents from different academic, socioeconomic, and cultural backgrounds

SKILLS

Presentations/Publishing: MS PowerPoint, MS Word, and Prezi

Spreadsheets: MS Excel

Social Media: Facebook, Instagram, Snapchat, and Twitter

Languages: Fluent in Japanese and English; proficient in Mandarin Chinese

Interests: Privacy law, running, managing a personal lifestyle blog