

EDUCATION

University of Southern California

Los Angeles, CA

Bachelor of Policy, Planning, and Development, Sol Price School of Public Policy

May 2016

Bachelor of Communication, Annenberg School for Communication and Journalism

- *Honors:* Dean's List, GPA: 3.83
- *Membership:* Lambda Pi Eta, honor society of the National Communication Association

PROFESSIONAL EXPERIENCE

USC Auxiliary Services

Los Angeles, CA

Student Supervisor

October 2013 - Present

Engaged in comprehensive customer service responsibilities for over 1,000 students

- Oversaw building maintenance and security support services for 2 on-campus dormitories
- Informed and advised students of the various resources on campus, and routed telephone traffic

United Abacus Arithmetic Association

Diamond Bar, CA

Abacus and Mental Math Teacher

Summer 2015

Provided abacus and mental math tutoring to improve the speed and accuracy of over 100 students

- Collaborated with teachers in order to assign appropriate homework and develop effective lesson plans
- Facilitated programming at the 2015 UAAA Global Cup Abacus and Mental Arithmetic Championship

Walk With Sally

Los Angeles, CA

Event Planning and Marketing Intern

Summer 2014

Gained first-hand fundraising and event-planning experience at an intimate non-profit environment

- Solicited over 50 donors and companies through targeted phone and email appeals
- Designed themed marketing materials for events, including fliers and pledge donation forms

CAMPUS INVOLVEMENT

Office for Residential Education

Los Angeles, CA

Resident Assistant

August 2015 - Present

Cultivated a comfortable and fun living environment for over 50 college students

- Enforced and regulated USC policy through organizing duty shifts, liability forms, roommate agreements
- Established a Social Justice Certificate program to raise awareness and plan events around social issues including identity formation, language, and domestic violence

Alpha Phi Omega

Los Angeles, CA

Pledge Class President, Alumni Liaison, Interchapter Chair, Rush Co-Chair

January 2013 - Present

Participated in an average of 60 hours of community service per semester

- Engaged in a variety of volunteering including tutoring at Jordan Downs, poverty relief through Monday Night Mission, and sustainability promotion through tailgate recycling and beach clean-ups
- Facilitated fundraising and event-planning campaigns, averaging around 15 events per semester

USC Annenberg Media, Diversity, and Social Change Initiative (MDSC Initiative)

Los Angeles, CA

Research Assistant

Summer 2014

Identified demographic patterns from the top-100 grossing films in the last decade

- Analyzed and input data regarding the age, sex, race, relationship status, and thinness of speaking characters
- Developed strategies to pitch research findings to associated celebrities, non-profits, and other media outlets

ADDITIONAL INFORMATION

- Volunteering: Coaching Corps, Spark Mentor, 826LA, Westside German Shepherd Rescue, Monday Night Mission
- Languages: Mandarin Chinese (Proficient), Spanish (Basic)
- Computer Skills: Microsoft PowerPoint (Advanced), Adobe InDesign (Advanced), Microsoft Excel (Proficient), Adobe Photoshop (Proficient)