

Adelaide Wong
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Education

University of Southern California May 2018 (expected)

Dornsife College of Letters, Arts and Science
Bachelor of Arts, Economics
Major GPA 3.74, Cumulative GPA 3.675

Palisades Charter High School June 2014

Principal's Honor Roll
AP Scholar with Distinction

Work Experience

USC Office of Cultural Relations & University Events

Student Coordinator January 2016-present

- Aid Event Services Manager with administrative tasks and special events
- Serve as a leader among the office, particularly to 85 student workers
- Handle business phone calls; act as link between 24 staff members and their clients
- Communicate with high-level donors and provide consistent customer service
- Awarded Student Employee of the Month for March 2016

Student Worker January 2015-present

- Manage check-in and ensure warm guest welcome for university held events
- Provide detail-oriented answers to guest questions
- Assist event managers with venue set-up and breakdown

Titanium Tutors September 2013- June 2014

Private Student Tutor

- Peer tutor for a local student-run company
- Flexible to tutor in Algebra, Calculus, essay writing, and French

Involvement

Alpha Phi Omega Service Fraternity

Active Member August 2015 - present

- Volunteer over 100 hours to a variety of community service events with local NGO's
- Assist in fundraising efforts for the chapter
- Invested in furthering the cardinal principles of leadership, friendship and service

Volunteer Work

USC Joint Educational Project January 2015 – present

Mini Course Teacher

- Plan and teach weekly curriculum in basic economic principles
- Lead class of special needs 4th and 5th graders at local school
- Adapt to learning disabilities of students and engage student interest in topics