

FELICIA LIN

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EDUCATION

University of Southern California, Dornsife College of Letters, Arts and Sciences Los Angeles, CA

Bachelor of Arts in International Relations Global Business, emphasis in Finance

May 2018

Minor: Mathematical Finance & Music

Relevant Coursework: Business Finance, Business Statistics, Financial Reporting and Analysis, Financial Accounting, International Political Economy, International Security, Calculus I/II/III

WORK EXPERIENCE

USC Bookstore

Los Angeles, CA

Customer Service Representative

May 2016-Present

- Sales and marketed campus gear as well as worked with coworkers on long term marketing projects
- Learned the ability to be able to work in a fast paced environment in a graceful fashion
- Ran the cash register and dealt with customers that had questions or complaints that needed to be addressed

ACI College Prep

Rowland Heights, CA

Academic Administrative Assistant

May 2015– Aug 2016

- Helped with customer service and dealt with customers as well as sales of programs
- Prepared materials for use f daily classes (i.e. tests, quizzes, homework)
- Dealt with phone calls of parents enrolling their child in the program as well as parental concerns
- Tutored students in specific subjects such as Calculus, Pre-Calculus, Algebra I/II, Pre-Algebra

LEADERSHIP & INVOLVEMENT

Alpha Phi Omega Service Fraternity

Aug 2015- Present

Sergeant-at-arms (Aug 2016-Present)

- Leadership role where priority is to run weekly meetings with more than 100+ active body members present
- Develop leadership skills within self and others through leadership development events and workshops
- Promote friendship within fraternity members through daily interactions and engaging social activities

Member (Fall 2015 – Present)

- National co-ed service fraternity where our mission is to better the community around us by providing service, leadership, and friendship
- Provide service to the fraternity, school, community and nation
- Complete at least 25 hours of service to the community per semester

Beta Alpha Psi Accounting Fraternity

Jan 2016-Present

Member

- Accepted into the international accounting honor organization
- Gained professional and networking skills through our weekly meetings
- Learned dedication and commitment through finishing requirements in order to become a member

USC Thornton Concert Orchestra

Aug 2014- May 2016

Co-Principle Chair

- Played oboe and English horn solos in ensemble
- Served as the leader of my section by holding and leading sectionals to better prepare the section members during rehearsals

SKILLS & INTERESTS

Languages: Fluent in English and Conversational in Chinese (Mandarin)

Skills: Proficient in Microsoft Office, PowerPoint and Excel, Social Media, perfect pitch

Interest: Music Composition, USC Tennis, Basketball, Badminton, travelling, singing, going to concerts