



## Spring 2013 Nominated Officer Questionnaire

### PART I: GENERAL INFORMATION

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Name: Emily Hsu  
Year: Junior  
Major: Business Administration  
Pledge Class (Year): Psi Class (Fall 2011)

**Please mark which elected position(s) you are running for with an X:**

- |   |   |
|---|---|
| <input type="checkbox"/> President        | <input type="checkbox"/> VP of Fellowship         |
| <input type="checkbox"/> Pledgemaster     | <input checked="" type="checkbox"/> VP of Finance |
| <input type="checkbox"/> VP of Service    | <input type="checkbox"/> VP of Communications     |
| <input type="checkbox"/> VP of Membership | <input type="checkbox"/> Fundraising Chair        |

### PART II: SHORT ANSWER QUESTIONS

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1. What is your vision for APO?

My vision for APO is definitely an organization centered on service but also has the close bonds of brotherhood throughout the chapter. Passion and enthusiasm for service is one of the defining characteristics of the brothers in AK. APO is an organization that can help someone become a leader and friend and community member, as it did for me. In the future, I hope that APO develops a larger presence on campus, as we have done in the community around us.

2. Why do you want the position(s) you are running for?

After being on E-board as fundraising chair, I really wanted to try a position that had more to do with the "business" side of the organization, especially since I want to go into a finance related career in the future. I believe that the VP of Finance experience will give me a lot of insight on budgeting and managing money.

3. What are your goals for the position(s)?

My goals for the position are to receive and disburse the money of the chapter in an organized and timely manner and ensure that all transactions are recorded correctly. I also plan to have a really clear process with reimbursements, payment plans and purchase requisitions. Fairly allocate the budget based on past budgets as well as the specific plans of each position for the semester.

4. What new ideas can you bring to the position and organization as a whole? Please provide examples.

One thing I would want to implement is monthly or bimonthly updates to eboard regarding how much is left in the overall budget. I know that the budget is accessible on the APO website, but it would be more efficient to send out regular status updates.

I also want a more formal process for transferring funds between positions. Though a budget is there for a reason, I understand that in some cases, funds will need to be moved around. The form would require the signature of the position requesting the transfer, the position it is being transferred from, the president and finally the VP of Finance. This will hold people responsible for the amount they transfer and prevent too much moving around, but will be an option when necessary.

A previously discussed issue that I think should also be carried out is a driving budget. It would be a good idea for some money to be put aside for drivers to use, especially for events during rush, which require more drivers to accommodate rushees as well as possibly further distances. This way, drivers won't have to constantly ask people in their cars for compensation.

5. What relevant experience, if any, have you had working in committees or other organizations for the position(s) you are running for? Please be specific.

As fundraising chair, I've had the experience of collecting money for the chapter, so I know how strict and organized I have to be when it comes to payments. With regards to budgeting, I participated in a past summer program where I worked on a case study portfolio that required me to allocate \$10 million to various types of investments.

6. What other time commitments will you have next semester (i.e. Other student organizations, work, research, etc.)? How do you plan to balance APO executive board duties with those commitments?

I will have about 5 hours of work per week. I have learned to balance many responsibilities throughout my time at SC. This past semester has been the busiest, with work and classes and an E-board position, but I now know how to prioritize and manage my time wisely so that the proper attention is given to each commitment. Though it may seem like a pretty packed schedule, I have many breaks throughout the day when I will be available to collect money or meet up with people who need to talk to me.

**EMILY HSU**  
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Los Angeles, CA 90007  
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## **EDUCATION**

**University of Southern California**, Los Angeles, CA

Expected May 2014

Bachelor of Science, Business Administration

- Courses Taken: Applied Business Statistics, Macroeconomics, Microeconomics, Communication Strategy, Accounting I and II, Business Finance

## **Honors**

- Dean's List
- Presidential Scholar
- Alpha Lambda Delta National Honor Society

Fall 2010-Present

## **EXPERIENCE**

**Marshall MBA.PM Office**, Los Angeles, CA

Fall 2012

### **Office Assistant**

- Executed daily office tasks and specific projects given by supervisors, communicated directly with all office visitors

**Merrill Lynch**, Hong Kong

July 2012

### **Summer Wealth Management Program Participant**

- Analyzed a \$10M asset allocation case study with a team based on the client's profile and presented an allocation plan that included trust funds, bonds, etc.

**Royal Business Bank**, Los Angeles, CA

Summer 2011

### **Finance Intern**

- Collected market research about the banks that were being acquired, prepared the business plan applications and recorded the weekly management meeting minutes
- Completed daily office tasks such as callbacks, reconciliations, invoices and other duties

**Chen & Chen, CPA**, Rowland Heights, CA

Summer 2009

### **Accounting Intern**

- Assembled tax reports for final review and analyzed balance/income sheets
- Implemented the updates on the online client database

## **LEADERSHIP**

**Alpha Phi Omega**, USC

Fall 2011-Present

### **Fundraising Chair** (Fall 2012)

- Organized a fundraiser for 87 people and prepared several large and small scale fundraisers for the rest of the semester

## **INVOLVEMENT (USC)**

Marshall Career Advancement Program

Fall 2012

Learning About International Commerce (LINC) Program trip to Hong Kong

Spring 2011

Asian American Business Association

Spring 2011

## **SKILLS**

Microsoft office Excel, Powerpoint and Word

Fluent in Mandarin

- Legend:**
- Conflict
  - Registered Section
  - Scheduled Section (Not yet registered)
  - Time Block
  - Drop a Section

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00							
7:00							
8:00							
9:00		☒ FACE-412 33257	☒ EXSC-205Lxg 38418	☒ FACE-412 33257	☒ EXSC-205Lxg 38418		
10:00							
11:00							
12:00			☒ Time Block Work		☒ Time Block Work		
1:00		☒ Time Block Work					
2:00			☒ Time Block WRIT 340	☒ EXSC-205Lxg 38423	☒ Time Block WRIT 340		
3:00							
4:00			☒ BUAD-497 15108		☒ BUAD-497 15108		
5:00		☒ FADN-332A 33416		☒ FADN-332A 33416			
6:00							
7:00							
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9:00							