

Nicole Jao (Nikki)

EDUCATION

UNIVERSITY OF SOUTHERN CALIFORNIA; LOS ANGELES, CA
B.S. BUSINESS ADMINISTRATION, MINOR IN INTERNATIONAL RELATIONS,
COMPUTER AND DIGITAL FORENSICS
EXPECTED GRADUATION: MAY 2020

WORK EXPERIENCE

RESEARCH ASSISTANT, USC SECURITY AND POLITICAL ECONOMY LAB; LOS ANGELES, CA SUMMER 2017 - PRESENT

Read through volumes of articles pertaining to the ongoing territorial dispute in the South China Sea and presented thorough summaries to professors in a timely manner. Worked in a diverse team of students studying different majors, ultimately gaining an interdisciplinary experience in data analytics and international relations theory.

TEACHING ASSISTANT, PUNAHOU SCHOOL MANDARIN CHINESE IMMERSION PROGRAM; HONOLULU, HI AUGUST 2014—MAY 2015

Hired through selective application process. Assisted in teaching lessons in Mandarin Chinese to students from kindergarten to sixth grade; lessons include speaking, reading, writing, and listening exercises. Teaching assistants required to speak Mandarin Chinese at all times to foster an environment of total immersion.

INTERN, ITO CORPORATION; TOKYO, JAPAN SUMMER 2014

Tasked with assignment in accounting, finance, and management sectors of an international electronics distribution company. Translated and transcribed user manuals for product catalog from Mandarin Chinese to Japanese to English.

LEADERSHIP AND INVOLVEMENT

ACTIVE MEMBER, ALPHA PHI OMEGA; LOS ANGELES, CA AUGUST 2016—PRESENT

Volunteered for over 30 hours in the greater Los Angeles community. Volunteering included but was not limited to tutoring young students and distributing food to the homeless.

ADMISSION TOUR GUIDE, PUNAHOU SCHOOL HUI O ALOHA; HONOLULU, HI AUGUST 2009—MAY 2016

Led prospective students entering kindergarten to twelfth grade on tours of the Punahou School campus, while giving thorough information of the school and its programs. Tour guides were trained to speak with poise and confidence, and to provide families with as much assistance as requested. Held president and executive positions since 2012.

TUTOR, WASHINGTON MIDDLE SCHOOL; HONOLULU, HI AUGUST 2015—MAY 2016

Assisted students needing help in math and science.

TUTOR, PUNAHOU SCHOOL LANGUAGE DEPARTMENT; HONOLULU, HI AUGUST 2013—MAY 2014

Assisted students needing help in Mandarin Chinese and Japanese.

SKILLS

Fluent in English and Japanese, proficient in Mandarin Chinese. Brings full devotion to completing assigned tasks.

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