

# FELICIA LIN

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1360 W. 29<sup>th</sup> St., Los Angeles, CA 90007 • (626) 374-1082 • linfelic@usc.edu

## EDUCATION

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**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:** Musical Studies

**Relevant Coursework:** Business Finance, Business Statistics, Financial Reporting and Analysis, Financial Accounting, International Political Economy, International Security, International Trade

## WORK EXPERIENCE

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### AHMC Healthcare

Alhambra, CA

*Hospital Administrative Intern*

Jun 2017-Aug 2017

- Coordinated and attended hospital Emergency Department meetings with hospital CEOs
- Created presentations and presented to CEOs of the company on current health policy issues
- Helped coordinate and lead hospital administration programs for summer internship of students from China
- Participated in meetings involving hospital improvement strategies

### USC Bookstore

Los Angeles, CA

*Customer Service Representative*

May 2016-May 2017

- Worked to sell and market USC gear as well as completed long term sales projects with others
- Learned the ability to be able to work efficiently in a fast paced environment
- Ran the cash register and dealt with customers that had questions or complaints

### 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 for daily classes (i.e. tests, quizzes, homework)
- Tutored students in specific subjects such as Calculus, Pre-Calculus, Algebra I/II, Pre-Algebra

## LEADERSHIP & INVOLVEMENT

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### Alpha Phi Omega Service Fraternity

Aug 2015- Present

*VP of Membership* (Jan 2017–May 2017)

- Represented the active body of the organization which consists of 123+ members
- Led weekly meetings to organize membership events to help chapter retention and chapter bonding
- Responsible for making sure the membership process in the fraternity is organized and well executed through updating and creating excel and documents, meeting with each member, and working with other leaders

*Sergeant-at-arms* (Aug 2016-Dec 2016)

- Regulated weekly meetings with more than 100+ active body members present
- Developed leadership skills within self and others through planning and attending leadership development events and workshops

*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
- Complete at least 25 hours of service to the community per semester

### USC Thornton Concert Orchestra

Aug 2014- May 2016

*Co-Principle Chair*

- Played oboe and English horn in ensemble
- Served as the leader of my section of 25-30 members by holding and leading sectionals to better prepare the section members for rehearsals and performances

## SKILLS & INTERESTS

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**Languages:** English (Fluent), Mandarin (Conversational)

**Skills:** Experience in Java, Microsoft Office, PowerPoint, Excel, Social Media, Perfect pitch

**Interests:** Music composition, learning new skills, tennis, basketball, badminton, singing, going to concerts