

Jessica Dai

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EDUCATION

University of Southern California, Marshall School of Business Los Angeles, CA
Bachelor of Science in Business Administration May 2022
Minor in Applied Analytics GPA: 3.71
Honors: Dean's List, Alpha Lambda Delta Honor Society

ORGANIZATIONS

WorkBench Los Angeles, CA
Director of Events and Fundraising August 2019 – February 2020

- Coordinated with the Undergraduate Student Government to establish WorkBench as a registered student organization and startup incubator
- Corresponded with company executives to secure monthly speakers for the organization
- Attended weekly executive board meetings and presented updates to fellow directors

Alpha Phi Omega Los Angeles, CA
Fundraising Chair August 2019 – December 2019

- Delegated tasks to members and set goals for the chapter to complete
- Planned, executed, and oversaw two fundraisers that generated over \$2000 for the chapter that goes toward all service events for the following semester
- Prepared weekly updates of fundraising progress and invited opinions from the chapter to improve interactions with the campus

VOLUNTEER

Alpha Phi Omega Los Angeles, CA
Chapter Member August 2019 – Present

- Aided elementary school students in their homework weekly and entertained them during recess
- Prepared lunch bags at a homeless shelter and also handed them out in the streets downtown
- Sorted raw and processed foods at the LA Food Bank in preparation of handing them out

Asian Americans Advancing Justice Los Angeles, CA
Assistant Educator January 2019 – June 2019

- Collaborated with the instructor to prepare and teach naturalization test material to students
- Conducted mock interviews with the students in preparation for their naturalization test
- Provided one-on-one tutoring to struggling students during weekly classes

SKILLS & INTERESTS

Languages: Conversational proficiency in Mandarin

Technical Skills: Introductory skills in Python and HTML