

# Carmen Guan

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## EDUCATION

### University of Southern California - Los Angeles, CA

Expected December 2016

- Majors:** Non-Governmental Organizations and Social Change  
Social Sciences (Psychology)
- Minors:** Nonprofits, Philanthropy, and Volunteerism  
Spanish
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## EXPERIENCES

### Sociolinguistic Research Assistant

April 2015 - Present

#### USC Department of Spanish and Portuguese - Los Angeles

- Transcribed bilingual (Spanish and English) auditory and written data
- Assisted Spanish Professor in and learned about her bilingual research
- Gained insight regarding immigrant life in Los Angeles

### Vice President of Service

May 2015 - Present

#### Alpha Phi Omega - Los Angeles, CA

- Develop leadership, promote friendship, and provide service in a co-ed fraternity
- Foster a service-oriented community in events with other organizations and universities

### Academic Year Mentor

December 2014 - Present

#### CollegeSpring - Los Angeles, CA

- Tutored students in SAT Writing, Critical Reading, and Math and analyze their test results
- Guided students through the college choice, college admissions and financial aid processes

### Philanthropy Co-Chair

December 2014 - Present

#### Alpha Phi Omega - Los Angeles, CA

- Planned and executed philanthropic events for diverse age and cultural groups
- Monitored status of chapter members to ensure completion of philanthropy requirements

### Mentor

September 2013 - December 2013

#### SPARK - Los Angeles, CA

- Mentored an eighth grade student in an eight week program based on psychological research
  - Assisted the student through a research and data collection on familial communication
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## SKILLS

- Mastery of Microsoft Office and Google Drive programs.
- Advanced knowledge of the Spanish Language.