

SARAH T. TRAN

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EDUCATION

University of Southern California
Bachelor of Arts in International Relations
Master of Public Administration

Los Angeles, California

May 2015

Cumulative GPA: 3.4

Relevant Coursework

- Historical Approaches to IR
 - Third World Cities
 - Global Health
 - Global Governance
 - Developing Countries In World Politics
 - Human Behavior in Public Organizations
 - International Development
 - Economic and Community Development
 - Peace and Conflict Studies
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WORK EXPERIENCE

Los Angeles World Affairs Council

Los Angeles, California

Development and Events Intern

August 2013 – Present

- Lead event PR, planning, hosting, and follow-up for high profile speakers, politicians, and diplomats
- Research current events and identify relevant speakers, members, and networking organizations
- Troubleshoot council-wide issues using public organization theories and implement effective solutions
- Conceptualize and launch individual research projects, such as conferences and new outreach platforms

USC Transportation

Los Angeles, California

Campus Cruiser Driver, Trainer, and Dispatcher

August 2011 – Present

- Train and evaluate new hires weekly, making sure company policy and customer service are highly maintained
- Supervise smoothness of operations by assessing current traffic conditions to delegate calls accordingly

Allstate Insurance

Denver, Colorado

Customer Representative

Summer 2010

- Implemented new company-client communication initiatives, increasing and improving customer loyalty
 - Analyzed financial documents, claims, and policies, saving of an average of 20% of company costs
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EXTRACURRICULAR ACTIVITIES

USC Helenes, *The Official Hostesses of USC*

Fall 2012 - Present

- Facilitate university and nonprofit galas and benefits, including with Swim with Mike, APLA, and TLLA
- Promote school brand and coordinate campus activities, such as homecoming and concerts
- Volunteer at and fundraise for our philanthropies, including the Downtown Women's Center

Alpha Phi Omega, *National Co-Ed Service Fraternity*

Fall 2012 – Present

- Community outreach, including mentoring students, facilitating community events, and serving Skid Row
- Foster fellowship and leadership, especially by mentoring new members
- Exceeded fundraising goals and planned fraternity-wide events in a team as a new member

Teaching International Relations Program (TIRP)

Spring 2012 – Present

- Develop curriculum teaching 35 high school students about human rights and international relations
- Directed students at the USC SIR High School Leadership Conference on humanitarian aid and intervention

USC Parliamentary Debate

Spring 2012 – Fall 2012

- Represented USC at the 2012 Collegiate National Tournament in Salem, Oregon as a first year
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ADDITIONAL SKILLS AND INTERESTS

- Conversational French and Vietnamese
- Customer Relationship Management (CRM), Human Behavior Analysis, Search Engine Optimization (SEO)
- Microsoft Office, Google Applications, Adobe Photoshop, Social Media Platforms
- Yoga, Tennis, Skiing, Philosophy