

Jessica Tan

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EDUCATION

University of Southern California, Marshall School of Business Los Angeles, CA
Bachelor of Science in Business Administration May 2017
Honors: Fall 2013 Dean's List

WORK EXPERIENCE

Ingram Micro | Miami Export Division Summer 2014
Marketing & Finance Intern

- Collaborated with the Marketing department on the entire process of marketing activities from brand launches to internal electronic announcements. Also worked with the Finance department with billing, invoices, and proof of performances.

LEADERSHIP & INVOLVEMENT

Alpha Phi Omega 2013 – Present
National Service Fraternity

- **Pledge Class Vice President of Service (Fall 2013):** Organized pledge service project and assisted other Pledge Executive Board members throughout the semester.
- **Pledge Aunt (Spring 2014):** Mentored and guided 30 pledges throughout the pledging process.
- **Family Head (Fall 2014):** Organized family events to promote family unity within the fraternity.
- Over 80 hours of community service projects with the chapter per semester
- Organized blanket/clothing/hygiene product drive for the homeless population on Skid Row.

Taiwanese American Organization 2014 – Present

- **Social Chair:** Planned monthly social events for members to interact and reflect on the Taiwanese American culture.

Intercollegiate Taiwanese American Student Association Conference Team 2014 – Present

- **Social Chair:** Planned social events for 200 Taiwanese American student participants. As a part of the programming team, reached out to conference speakers, performers, and workshop facilitators.

CIRCLE Fall 2013
Critical Issues In Race, Class, & Leadership Education

- Participant in 6 week leadership program

SKILLS & INTERESTS

Language: Fluent in English and Mandarin Chinese | Conversational Spanish
Technology: Microsoft Office | Final Cut Express/Pro | Image Editing | Social Media
Interests: Discovering new restaurants | Badminton | Ultimate Frisbee | Hiking | Video Editing