

Valerie P. Huang
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EDUCATION

University of Southern California, Los Angeles, CA
Bachelor of Science, Biochemistry
Bachelor of Arts, Applied and Computational Mathematics

Expected: May 2018

EXPERIENCE

Vice President, Co-Founder

Figure Skating Club of USC, University of Southern California

Los Angeles, CA
April 2016-present

- Helped recruit club advisor, file necessary paperwork, and recruit members to gain USC Club Sports recognition within first year of club establishment
- Set up email account, Facebook page, and Instagram account for newly founded club
- Communicated with club members and partner organizations at USC to assemble and register a delegation of skaters to represent USC in an inter-collegiate figure skating competition for the West Coast

Program Assistant

Joint Educational Project, University of Southern California

Los Angeles, CA
August 2015-May 2016

- Trained & guided students in service-based tutor assignments at local elementary, middle, & high schools
- Sent weekly email updates to relevant students, met with students one-on-one to communicate program expectations and ensure successful completion of program
- Monitored students' understanding & views upon service through visits to volunteer sites & grading reflective essays

Secretary

USC Ice Girls, University of Southern California

Los Angeles, CA
February 2015-March 2016

- Managed the USC Ice Girls Facebook page, website, Twitter page, Instagram account, email account
- Sent weekly emails to all team members with paperwork, reminders, executive board meeting minutes
- Communicated with outside rink managers to organize Holiday Show performances, weekly practices, Staples Center performances, bi-monthly performances at hockey games
- Increased number of Facebook page likes from 1,650 likes to 1,785 likes during leadership period

Director of Fundraising and Sponsorships

Taiwanese American Organization, University of Southern California

Los Angeles, CA
April 2015 - April 2016

- Communicated with local businesses to maintain and recruit new sponsors for TAO and TAO events
- Coordinated efforts between campus organizations, local businesses, current sponsors, and internal VP of Finance to fundraise a goal amount of \$7,500 to bring Wong Fu Productions to campus

COMMUNITY INVOLVEMENT

Tutor & Instructor

Joint Educational Project, University of Southern California

Los Angeles, CA
September 2014-April 2016

- Taught yoga and habits to maintain a balanced lifestyle through the Little Yoginis Program for K-2nd grade students
- Provided help through the Math Mentors Program on math homework and improved English through reading

Alternative Winter Break Volunteer

University of Southern California

Chiang Mai, Thailand
December 2014-January 2015

- Traveled and volunteered with other USC students through a Travel to Teach – Thailand program
- Worked at two different elementary schools to teach elementary English to children ages 6-16.

SKILLS

Languages: English, Mandarin Chinese, Spanish

Skills: Microsoft Office (Word, Powerpoint, Excel, Outlook), Mailchimp, HTML, CSS, Matlab