

Adelaide Wong

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Education

University of Southern California	May 2018 (expected)
Marshall School of Business & Dornsife College of Letters, Arts and Science	GPA 3.66
B.S. Business Administration & B.A. Economics	
Minor in Statistics	
Honors: Dornsife Dean's List (Fall 2014-Spring 2016)	

Work Experience

USC Office of Cultural Relations & University Events	Los Angeles, CA
<i>Student Coordinator</i>	January 2016-present
<ul style="list-style-type: none">❖ Aid Event Services Manager with administrative tasks and special events❖ Handle business phone calls; act as liaison between 24 staff members and their clients❖ Communicate with high-level donors and stakeholders while providing consistent customer service❖ Awarded Student Employee of the Month for March 2016	
<i>Student Worker</i>	January 2015-present
<ul style="list-style-type: none">❖ Manage check-in and ensure warm guest welcome for university events❖ Provide detail-oriented answers to guest questions❖ Assist event managers with event execution, from venue set-up to breakdown	
Titanium Tutors	Pacific Palisades, CA
<i>Private Student Tutor</i>	September 2013- June 2014
<ul style="list-style-type: none">❖ Peer tutor for a local student-founded and student-managed company❖ Flexible to tutor in Algebra, Calculus, essay writing, and French	

Involvement

Global Brigades at Marshall	Los Angeles, CA/Arimae, Panama
<i>Pro Bono Consultant</i>	September 2016-present
<ul style="list-style-type: none">❖ Provide financial literacy and business consulting to under-resourced micro-enterprises in Winter 2016 trip to Panama❖ Participate in organization-wide case study competition in partnership with Accenture	
Alpha Phi Omega Service Fraternity	Los Angeles, CA
<i>Active Member</i>	August 2015 - present
<ul style="list-style-type: none">❖ Volunteer 100+ hours to a variety of community service events with local NGO's❖ Fundraise and recruit for the chapter❖ Collaborate with members to further the cardinal principles of leadership, friendship and service	

Volunteer Work

USC Joint Educational Project	Los Angeles, CA
<i>Course Teacher</i>	January 2015-present
<ul style="list-style-type: none">❖ Plan and teach weekly curriculum in basic economic principles❖ Lead class of special needs 4th and 5th graders at local school❖ Adapt to learning disabilities of students and engage student interest in topics	
UCLA Ronald Reagan Medical Center	Westwood, CA
<i>Patient Transporter</i>	December 2013 – June 2014
<ul style="list-style-type: none">❖ Ensure comfortable patient transport to/from procedures and upon discharge❖ Assist with discharge paperwork	