

# Edward Ou

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## EDUCATION

### **University of Southern California, Los Angeles, CA (2013 – Present)**

*Applied and Computational Mathematics (B.S), Architecture (Minor)*

- Math Club, Quest Scholar, El Rodeo Yearbook, Chinese American Student Association,
- Alpha Phi Omega Service Fraternity (VP of Finance)

### **Mark Keppel High School, Alhambra, CA (2009-2013)**

- California Scholarship Federation, National Honor Society, Academic Decathlon, Teocalli Yearbook

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## WORK

## EXPERIENCE

### **The Hertz Corporation, HRIS Intern**

Los Angeles, CA (June '15 – September '15)

- analyzed and documented collective bargaining agreements and contracts
- liaised with Hertz business partners across the US

### **USC (Grand Library), Print Materials Student Assistant**

Los Angeles, CA (Feb '15 – May '15)

- Cross-referenced book donations in various library book stacks
- Assisted with future renovation study spaces in multiple library locations

### **LVX Travel Group, Travel Coordinator Assistant**

El Monte, CA (May '14 – August '14)

- Managed service delegation arrangements with local businesses
- Coordinated new travel packages for in-bound travel

### **USC (Doheny Library), Accounting Assistant**

Los Angeles, CA (March '14 – May '14)

- Analyzed requisitions, invoices, and purchasing orders on USC Kuali Financial System
- Organized and maintained up-to-date data entry invoice forms

### **True Power Solar (DBA Sun Bees), Intern**

Brea, CA (July '13 – Aug '13)

- Monitored and executed customer solar energy incentive services
- Assisted IT department with data entry

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## COMMUNITY SERVICE

### **A Community Place**

Los Angeles, CA (February '15 – Present)

- Packed food for distributions to individuals in Los Angeles area

### **Monterey Park Bruggemeyer Library, Homework Tutor**

Monterey Park, CA (January – May '13)

- Tutored elementary students with math, English, science, and social science homework

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## SKILLS

- Operating Systems: Windows and Macintosh OSX
- Software: Adobe Photoshop and Illustrator, Microsoft Office (Word, Powerpoint and Excel)
- Programming Languages: Basic HTML/CSS, C++, Matlab
- Languages: English (Native), Chinese (Speaking - Fluent, Writing/Reading - Intermediate)