Edward Ou

505 Pomelo Ave Apt D, Monterey Park, CA 91755
(626) 757-9405 • eou@usc.edu

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

Mark Keppel High School, Alhambra, CA (2009-2013)
- California Scholarship Federation, National Honor Society, Academic Decathlon, Teocalli Yearbook

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

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

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)