Jane Kim

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**EDUCATION**

**University of Southern California, Dornsife College of Letters, Arts, & Sciences** Los Angeles, CA

*Bachelor of Arts, Social Science emp. Psychology* May 2017

*Bachelor of Science, Biological Sciences*  GPA 3.8

Minor in French

**Cours de la civilisation française de la Sorbonne** Paris, France

**Honors**: Excellence in French Certificate (CEFR B2) Sep 2014 – Jun 2015

**University of Oxford** Oxford, UK

The Biology of Tropical Diseases, *USC Problems Without Passports* *participant* July 2015

**WORK & LEADERSHIP EXPERIENCE**

**Apple Tree Summer School Program**  Los Angeles, CA

*Student Coordinator* Jul 2007 – Present

* President’s Volunteer Service Award, Gold Level (2012, 2013, 2014)
* Supervise a team of 60 volunteers working with 180 children in a fun and stimulating environment
* Act as liaison among volunteers, students, parents and program officials
* Oversee volunteers’ job progress and professional development
* Monitor and record volunteers’ hours in Microsoft Excel and Word
* Coordinate weekly field trips and activities

**Alpha Phi Omega, Alpha Kappa Chapter** Los Angeles, CA

*Philanthropy Chair* Jan 2014 – Present

* Collaborate with other student organizations to plan large-scale community service events such as, but not limited to, Salsa Night with Seniors, Kids Explore and Discover with ‘SC (STEM workshops and activities for K-8), and Performing Arts Radiate Through ‘SC (arts and creativity workshops for local orphans)

**USC Office of Residential Education** Los Angeles, CA

*Resident Advisor* May 2013 – May 2014

* Manage crises and mediate conflicts
* Foster a sense of community via educational and social programs that incorporate core values: community, inclusion, integrity, scholarship, social responsibility, and wellness.
* Collaborate with a variety of people (faculty, peers, residents, supervisors, etc.)

**COMMUNITY INVOLVEMENT**

Design for America, *Team Lead* Jan 2016 – Present

Church Youth Group Student Council, *Vice President, President, Advisor* Jul 2010 – Present

Kid City Tutoring, *Mentor* Oct 2015 – Present

USC-Kaiser West LA Undergraduate Preceptorship Program, *Participant* Spring 2016

Kaya Press Publishing Company, *Events and Development Intern* Spring 2014

**SKILLS & INTERESTS**

**Languages**: Fluent in English and Korean, Advanced French  **Computer**: Microsoft Office; PC and Mac platforms; Canva; HTML; WordPress

**Awards**: J. Wesley Robb Endowed Scholarship in Human Values

USC Undergraduate Writers’ Conference First Place for Professional Writing

**Interests**: Drawing and animation, photography, education, travel, barista art