**Jill Claudia Lin**

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**Education**

**University of Southern California** Los Angeles, CA

Bachelor of Arts, International Relations | Minor, Business Finance Expected May 2021

**Work Experience**

**United States Congress 27th District of California**, *Congressional Intern* | Pasadena, CA August 2017- Present

* File constituent casework and contact multiple federal agencies if further processing is needed
* Draft notes at district meetings and attend press conferences regarding community concerns alongside the Congresswoman
* Manage constituent communications and write commendation and support letters for the Congresswoman
* Co-developed a mentorship and reintegration program for at-risk and incarcerated youth in Santa Monica, CA

**Idaho State Department of Commerce, Asia Trade Office**, *Intern* | Taipei World Trade Center, Taiwan May 2018- July 2018

* Conducted, compiled, and utilized research on international companies for trade and investment inquiries
* Attended multiple client meetings with companies from Idaho and Asia
* Introduced potential partners for Idaho companies in the aerospace, agriculture, defense, technology, or textile industry
* Founded 6 new international partners from Southeast Asia for domestic Idaho companies

**Pasadena City College**, *Swim* Instructor | Pasadena, CA June 2017- August 2017

* Led group and private swim lessons 8 hours a week for all age groups
* Certified: CPR, Bloodborne Pathogens

**Research Experience**

**USC Center of International Studies**, *Research Assistant* | Los Angeles, CA May 2018- Present

* Assist Professor David Kang with the study of politics, legislation, and economics of US-East Asia relations
* Calculate and chart international trade data and GDP comparisons for economic analysis
* Host and attend private and public academic conferences

**USC School of International Relations**, *Research Assistant* | Los Angeles, CA. February 2018- June 2018

* Assisted Professor Jacques Hymans with banknote iconography analysis to evaluate trends in societal values and norms
* Audited statistics on the iconography of bank notes of every country, with a focus on the 33 countries of Latin America
* Contributed to the development of data coding rules for analysis and interpretation
* Coded 15,000+ data points to visualize trends and evolution of banknote iconography on each individual country's currency

**Extracurricular Activities**

**Alpha Phi Omega Alpha Kappa Chapter**, *Interchapter Chair, Pledge Class VP of Service* |Los Angeles, CA August 2017- Present

* Tutor elementary and high school students, distribute food and other necessities to the homeless, walk animal shelter dogs
* Correspond with university chapters to coordinate service and fellowship events

**USC Joint Education Project**, *Volunteer* | Los Angeles, CA February 2018- Present

* Teach and foster personal relationships with underprivileged first-grade students from Norwood Elementary School
* Help children pre-k to 5th grade with homework and character development at Norwood Elementary School’s afterschool

**USC Residential Student Government**, *Advocacy Board Member* |Los Angeles, CA August 2017- May 2018

* Advocated for campus issues and implemented improvements for student life on campus
* Lead campus-wide programs to promote mindfulness and raise awareness on sexual assault and drug abuse

**USC Building Government**, *McCarthy Honors College Advocacy Chair* | Los Angeles, CA August 2017- May 2018

* Represented McCarthy’s inaugural class of over 500 honors and scholarship students
* Collaborated with the building government to propose initiatives and solutions to residents’ concerns

**USC Swim Club**, *Member* | Los Angeles, CA August 2017- May 2018

* Competitive swimmer for 12 years
* Qualified to the 2018 Collegiate Club Swimming and Diving National Championships

**Skills and Languages**

* Computer: Microsoft Word, Excel, and PowerPoint; Windows and Mac operating systems; Basic C++ programming
* Languages: Fluent in English and Chinese, Proficient in Spanish