##### EDUCATION

**University of Southern California, Leventhal School of Accounting, Marshall School of Business**

*Bachelor of Science in Accounting, Bachelor of Science in Business Administration* Los Angeles, CA

**Honors:** USC Presidential Scholarship, Norman Topping Scholarship, Alpha May 2020

Lambda Delta Honor Society, Dean’s List (3 semesters)

**Relevant Coursework:** Microeconomics for Business, Organizational Behavior and Leadership, Financial Accounting, Applied Business Statistics, Macroeconomics for Business, Managerial Accounting, Marketing

**Current Coursework**: External Financial Reporting Issues, Introduction to Accounting Systems, Communication Strategy for Accountants

## PROFESSIONAL EXPERIENCE

## USC Auxiliary Services Los Angeles, CA

*Summer Conferences Office Coordinator* April 2017 – Present

* Organize 120+ groups who stay at the University of Southern California for conferences being held on campus
* Interact with 150+ customers over the phone and in person to address their needs and ensure their stay at USC is optimal

## ACI College Prep Alhambra, CA

*Office Associate* May 2016 – August 2016

* Created an extensive curriculum for elementary and high school students to prepare them for a 4-year university
* Coordinated sales and promoted various academic programs in order to increase sales of ACI services

## LEADERSHIP AND INVOLVEMENT

**Alpha Phi Omega** Los Angeles, CA

*General Member, Pledge Class President*  September 2017 – Present

* Oversaw pledge class of 28 people by delegating tasks and communicating with the Executive Board to ensure everyone completed their pledging requirements so they could join the organization
* Dedicate 30+ hours at homeless shelters, elementary schools, and food banks in order to develop and strengthen connections with members of the local community

## Beta Alpha Psi Los Angeles, CA

*Controller, Director of Fundraising* January 2017 – Present

* Interact with a variety of staff, managers, and partners from the Big 4 and mid-tier accounting firms in order to develop my network as well as interpersonal skills and soft skills
* Organize and host 10+ fundraisers during the semester to provide funds for Beta Alpha Psi networking events and meetings

## SKILLS & INTERESTS

**Computer Skills:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Windows and Mac operating systems, and social media

**Languages:** Cantonese (working proficiency), Mandarin (limited working proficiency)

**Interests:** Cooking, reading, basketball, table tennis, Kundalini yoga