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| Hannah Zhang  1275 W 30th St, APT 306 · 6266203780· zhan587@usc.edu |

# Objectives

Successful at working in both team-based and self-directed capacities. Driven to help maintain smooth operations of Alpha Phi Omega through efficient, accurate and high-quality support.

# Experience

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| August 2016 – Present **Program Assistant,** Joint educational project   * Read, comment on, grade & return reflection essays from USC student volunteers. * Hold regular office hours, maintain communication with students throughout the semester * Assist students in carrying out assignments and solving problems when needed. * Schedule and offer training sessions, facilitate group sessions and provide one on one support. * Maintain accurate records of student participation by entering details into computer tracking spreadsheets, documents and databases.  May 2017 – TO AUGUST 2017 **Marketing Coordinator,** Curio Education   * Coordinated meetings between project members to develop ideas, discuss progress and set goals. * Collaborated with web and art design staffs, as well as company official and sales department to create advertising and promotional material to that conform to company brand. * Created professional business correspondence, spreadsheets and presentations.  May 2016 – To August 2016 **Commercial Banking** **Intern**, ICBC Tokyo   * Researched companies and prepared presentations for management. * Collaborated with the editorial team on developing marketing materials. * Represented bank at community events to establish strong ties and promote business. * Continued education on current banking products and services. * Initiated market research studies and analyzed findings. |

# Education

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| Expected Graduation Spring 2020 **M.C.G. Communication Management,** University of Southern California |
| Expected Graduation Spring 2019B.A. Linguistics, **University of Southern California**  * Dean’s List Spring 2018 * Minor in Media, Economics and Entrepreneurship |

# Skills

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| * Excellent written and verbal communication skills * Excellent time management and organization | * Leadership and ability to work under pressure * Team player, fast learner, adaptable |

# Extracurricular Involvement

### USiL (Undergraduate Students in Linguistics)

**President, Aug 2017 -  Present**

* Hold e-board meetings to discuss the club's agenda.
* Direct and coordinate the student organization's financial and budget activities.
* Confer with e-board members and departmental staff to coordinate activities and resolve problems.