Jonathan Tu

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EDUCATION

University of California – Los Angeles (UCLA)   **June, 2022**

Bachelor of Science, *Human Biology and Society, with a concentration in medicine and public health*   *Los Angeles, CA*
- Cum Laude, Dean's Honor List; 3.9/4.0 GPA

SKILLS

- **Data analytics**: Python (Pandas, Scikit-Learn, Seaborn), R Studio, SQL, Tableau, Microsoft Excel
- **Communication and collaboration**: interpersonal skills, team player
- **Other**: MATLAB, Microsoft PowerPoint, Microsoft Word, HTML, data entry and handling

WORK EXPERIENCE

HOOLIGAN Theatre Company   **Sept. 2018 – June 2022**

Finance, Data Analytics, and Fundraising Officer   *Los Angeles, CA*
- Utilized advanced Microsoft Excel skills, including pivot tables and VLOOKUP, to analyze financial data and report on ticket sales, expenses, and funding sources for non-profit educational theater programs
- Coordinated grants and fundraising efforts, identifying appropriate amounts of funding to request from various sources and liaising with different branches of the production team to manage budgets of ~$40,000 per show
- Utilized previous financial data to make data-driven decisions on expenses and departmental priorities, adapting to the constantly changing nature of theater productions
- Collaborated with cross-functional teams to coordinate successful execution of 5 major events per quarter, with 700 attendees per event
- Promoted diversity and inclusion in performing arts opportunities for individuals of diverse racial, gender, and sexuality identities

University of California – Los Angeles (UCLA)   **March 2021 – June 2022**

Research Assistant   *Los Angeles, CA*
- Co-authored academic research paper on visual perception of 3D space in relation to time, submitted to bioRxiv
- Collected and analyzed data using Python to provide key statistics from 56 participants, identified emerging trends in the field of research that enabled development of deeper investigations, and generated data visualizations for reports and final publication.
- Conducted qualitative coding of 300 professional and academic machine learning papers to analyze research and ethical challenges in model datasets, recommending findings for further academic publications.
- Extracted insights from a large amount of data on user engagement with scientific and pseudo-scientific papers by conducting qualitative coding of academic citations in 250 posts from a variety of sources of social media.
- Presented findings, conclusions, and recommendations from work assignments to supervisors and team members at weekly meetings.

Trapeze School New York   **June 2022 – Present**

Administrative Assistant & Instructor   *Santa Monica, CA*
- Manage company website (updating daily notices, session schedules/pricing, resolving enrollment issues)
- Maintain database of students and documentation by reviewing data, verifying rosters/payment records, and processing daily equipment inspection reports.
- Instruct flying trapeze classes in a high-stakes, high-visibility, and unpredictable environment by coordinating with team members for thoroughness, conscientiousness, and attention to detail for students' safety.