

JADE TANG

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## EDUCATION

Bachelor of Arts in English, Expected May 2022

University of Massachusetts Amherst

- GPA: 3.7, Dean's list Spring 2021, Certificate in Professional Writing and Technical Communication

Associate of Arts in English, September 2020-Winter 2021

Quincy College, Quincy, Massachusetts

- GPA: 3.9, Summa Cum Laude

Technological Skills: MS Office Applications such as Word, Excel, and PowerPoint, Google Drive, HTML/CSS

## ADMINISTRATIVE EXPERIENCE

Late Night Event Coordinator

University of Massachusetts, Amherst, MA, September 2021-present

- Schedule and plan movies for every Friday and Sunday night with occasional giveaways
- Organize at least one campus wide event per month
- Supervise volunteers for setup, during the event, and clean up
- Complete contracts, work with vendors, and brainstorm event ideas
- Maintained inventory and collaborated with other team members to execute events

Administrative Assistant

Quincy College, Quincy, MA, September 2019-January 2021

- Helped in the advising, admissions, and marketing offices
- Used personal knowledge and skillset to greet and help prospective students
- Conducted tours of the campus
- Filed documents, prepared for events, and answered the phone

## CUSTOMER SERVICE

Caregiver

Self-employed, Quincy, MA, August 2019-September 2021

- Working with 4 different families over the time span, provided quality child care for children ranging from ages 6 months old to 10 years old
- Engaged in educational games and outdoor activities with them
- Responsible for their safety as well as provided transportation, companionship, and be a positive role model

Attendant

South Shore YMCA, Quincy, MA, October 2017-March 2020

- Supervised children during play and activities
- Greeted parents while signing them in with their children
- Assisted in fundraising events and activities

Receptionist

Zen Nails & Spa, Braintree, MA, January 2015-August 2016

- Greeted customers as they walked in and coordinated them with nail technicians
- Handled the cash register
- Answered the phone and made appointments
- Enhanced customer satisfaction by delivering beverages and answering questions