


# Jenny Wu

## CONTACT INFO

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## EDUCATION

UC San Diego  
Major: Cognitive Science -  
Design & Interaction  
Minor: Business  
Est. Graduation : June 2020

## SKILLS

Microsoft Office



Leadership



Teamwork





Time Management







Cantonese & Mandarin



## Work Experience

- June 2018 -  **Sixth College Residence Life Office** *San Diego CA*  
*Intern*
- » assist students with lockouts and keycard issues
  - » provide support to students by answering questions and directing them to relevant resources
  - » ensure organization and cleanliness of front desk
  - » answer phone calls and relay messages to professional staff
  - » assist professional staff with various tasks
- July 2016-  **GAP** *San Francisco CA*  
*Sales Associate (seasonal)*
- » interact with customers regarding purchases and product
  - » maintain organization of sales floor and fitting rooms
  - » work with coworkers to update merchandise displays by following marketing plans
  - » educate new employees on basic sales duties and brand policies
  - » increase customer loyalty by helping customers open brand accounts

## School Involvement

- Dec 2018 -  **Chocolate Festival**  
May 2019 *Chair*
- » oversaw the planning, budgeting and execution of event with attendance of over 1,000 students
  - » set expectations and responsibilities for decorations, volunteer, marketing & booth activity leads and ensure they are on track
  - » be the liason of communication between vendors, campus resources and all other parties involved in the festival
- Dec 2018 -  **Chi Omega Winter Games**  
Jan 2019 *Assistant*
- » brainstormed activity ideas to increase exposure of the philanthropy event supporting the Make-a-Wish foundation
  - » managed Facebook event page and created posts to promote event
  - » organized Excel sheet to keep track of each participating team's points
- May 2018 -  **Sixth College Coboard**  
now *Treasurer*
- » allocate budget for each commitee, event and socials
  - » ensure every commitee is following their budget
  - » record and organize meeting minutes at meetings
  - » manage Instagram account to increase social media presence
  - » communicate with various campus organizations to request additional funding
- Sept 2016 -  **Committee Member**  
now
- » develop action plans for events that unites and serves Sixth college residents
  - » design and create posters, facebook pages, banners and social media posts that target the student population to market events
  - » lead event by creating event budget, getting supplies, reserving spaces, and facilitating event